



DEPARTMENT OF THE NAVY  
COMMANDER  
HELICOPTER TACTICAL WING  
U.S. PACIFIC FLEET  
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COMHELTACWINGPACINST 5400.1B  
N00  
8 Feb 99

COMHELTACWINGPAC INSTRUCTION 5400.1B

Subj: HELICOPTER TACTICAL WING U.S. PACIFIC FLEET ORGANIZATION  
AND REGULATIONS MANUAL

Ref: (a) U.S. Navy Regulations  
(b) OPNAVINST 3120.32B  
(c) COMNAVAIRPAC OPORD 2000  
(d) CINCPACFLTINST 3120.1D

1. Purpose. To publish the organization of Commander, Helicopter Tactical Wing U.S. Pacific Fleet, describe the functions, duties and responsibilities of staff personnel and the relationship of this Wing with its assigned units.

2. Cancellation. COMHELTACWINGPACINST 5400.1A

3. Discussion. Helicopter Tactical Wing U.S. Pacific Fleet is an echelon four operational and administrative command composed of the Wing Commander's staff and assigned Pacific Fleet combat support squadrons, and the Antarctic Development squadron. As a Type Wing, the Commander reports to Commander, Naval Air Force, U.S. Pacific Fleet for administrative and operational control. The staff and squadron commanding officers report to Commander, Helicopter Tactical Wing U.S. Pacific Fleet. These organizations and regulations are based upon authority, principles and guidance contained in references (a) through (d).

4. Scope

a. This instruction is the basic organizational and regulatory directive of the command. The functional guidelines included herein constitute the Commander's formal delegation of responsibility and authority to subordinates in the command.

b. Nothing in this instruction shall be construed as contravening or superseding any directive issued by higher authority.

5. Changes. Changes will be published as necessary. All proposed changes shall be submitted to the Administrative Officer via the cognizant Department Head. All requested changes must cite the specific page, chapter, or appendix and article to which they pertain. A brief rationale, as well as a list of any

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COMHELTACWINGPAC directives being cancelled must accompany each requested change. Published changes to this manual will be made per the Navy Directive Issuance System and shall be recorded on the record of changes when directed.

6. Action. All members of the HELTACWINGPAC Staff shall familiarize themselves with the contents of this instruction and pertinent portions of any additional instructions referred to herein.

A handwritten signature in black ink, appearing to read 'D. A. Mawhinney', with a stylized flourish at the end.

D. A. MAWHINNEY

Distribution:

COMHELTACWINGPACINST 5216.1C (CH-1)

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CHANGE	DATE OF CHANGE	DATE ENTERED	PERSON MAKING CHANGE	(RATE/SIGN)
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PREFACE

MISSION, VISION, AND GUIDING PRINCIPLES

0101. Mission. To provide oversight and readiness support for all PACFLT HC/VXE squadrons and associated units and to serve as a focal point for community issues.

0102. Vision. HELICOPTER TACTICAL WING, U. S. PACIFIC FLEET is the primary source of expertise for the HC/VXE community, providing leadership and service in support of mission accomplishment. We provide a forum to share and pursue innovative ways of managing human and material resources. Anticipating the challenges of our dynamic environment, the Wing uses TQL principles to enhance readiness and safety while achieving overall Navy goals.

0103. Guiding Principles. HELTACWINGPAC is a diverse type wing dedicated to the concept of service through teamwork. To accomplish our mission, we will be guided by these principles:

Fleet Support

- We will provide logistics, amphibious search and rescue and Antarctic Support Forces to support forces under the cognizance of COMNAVAIRPAC, 3rd Fleet, 5th Fleet, 7th Fleet, COMPHIBGRU 3, and the National Science Foundation.

Training

- We will manage and monitor training programs to ensure that efficient, timely and effective training is accomplished; available training courses are routinely validated; and training assets and expertise are provided when necessary.

Resources

- We will promote a hazard free environment where people are afforded the opportunity to use the training they have received in the job they have been assigned, using the best equipment available with materials that are environmentally safe and sound.

Accountability/Fiscal Responsibility

- We will support initiatives that lead to fiscal responsibility, constantly seeking a more efficient method of doing business which eliminates fraud, waste and abuse, and maximizes the use of our resources.

Equal Employment Opportunity

- We will develop a leadership climate in Equal Opportunity that fosters teamwork and trust, treats people with respect and recognizes their efforts and individual self-worth.

Quality of Life

- Will provide a quality of life that will encourage the best in our men and women.

Preserving Our Environment

- We will protect our environment and manage preservation of the natural resources entrusted to our care, both at home and throughout the world.

Integration of Reserves

- We are committed to the integration of reserve personnel into the Wing and subordinate commands.

Ethics

- We will strongly support the use of the Core Values, Standards of Conduct, and personal integrity in maintaining the highest moral and ethical principles.

CHAPTER 1

EXECUTIVE SUMMARY

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CHAPTER 1EXECUTIVE SUMMARY

0101. FUNCTIONAL ORGANIZATION. The basic organization of HELTACWINGPAC is predicted upon the functions required to efficiently accomplish its assigned mission. The Staff is organized with six departments: Administration, Operations, Maintenance, Safety, Training, and Information Systems.

0102. CHAIN OF COMMAND

a. The administrative and operational chain of command to which COMHELTACWINGPAC is assigned is established as follows:

(1) Commander, Naval Air Force, U. S. Pacific Fleet  
(COMNAVAIRPAC)

(2) Commander in Chief, U.S. Pacific Fleet  
(CINCPACFLT)

(3) Chief of Naval Operations (CNO)

b. Assigned HC Squadrons are under the operational and administrative control of COMHELTACWINGPAC.

c. Operational control of VXE-6 during austral winter and Deep Freeze austral summer operating season under the OPCON/ADCON until 1 April 1999 (Disestablishment date).

0103. COMHELTACWINGPAC RESPONSIBILITIES AND DUTIES. General COMHELTACWINGPAC responsibilities are stated in COMNAVAIRPAC Organizational and Regulations Manual, are:

0104. SPECIFIC DUTIES OF COMHELTACWINGPAC

a. COMHELTACWING duties include, but are not limited to, the following:

(1) Assignment of detachments to meet operational requirements as tasked by higher authority.

(2) Control and coordination of logistic support for detachments and non-deployed units.

(3) Act as COMNAVAIRPAC's representative in the HC functional specialty, clearing all matters involving policy, controversy, or other appropriate matters with COMNAVAIRPAC.

(4) Maintain liaison with Aviation and Air Capable Ships' Commanding Officers on matters concerning HC detachment employment and embarkation.

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(5) Provide helicopter/logistic support as required for HC capable units operating in the Southern California area.

(6) Monitor and recommend changes to the basic tactics, doctrine, or weapons training employed.

(7) Be responsible for administrative matters.

(8) Perform appropriate command/periodic unit inspections.

(9) Review the readiness of detachments to deploy in support of assigned tasking.

(10) Establish minimum training requirements for units under its cognizance.

(11) Supervise and coordinate organizational maintenance activities to ensure implementation and compliance with the Naval Aviation Maintenance Program (NAMP).

(12) Coordinate with other Type Wings/Functional Wings on matters of mutual concern.

(13) Publish guidelines and conduct quality improvement visits, reviews, audits, assist visits and applicable pre- and post-deployment aircraft inspections when directed by higher authority or requested by squadron Commanding Officers.

0105. RELATIONSHIP WITH OTHER COMMANDS. Requests made directly to squadron commanding officers by senior commands involving expenditures of squadron assets will be referred to COMHELTACWINGPAC for final resolution. Squadron external correspondence will be forwarded via COMHELTACWINGPAC when the subject matter involves policy or concerns operational/material readiness. Routine reports will be forwarded directly to the command involved, with a copy to COMHELTACWINGPAC, unless directed otherwise. Wing squadrons will be included as a "copy to" addressee on all pertinent correspondence originated by COMHELTACWINGPAC. Routine correspondence originated within the Wing shall be forwarded via the chain of command. In non-routine matters, as determined by COMNAVAIRPAC, a direct command relationship may be exercised between COMNAVAIRPAC, NAS North Island and commanding officers. The Wing Commander will promptly be advised in all instances where this prerogative is exercised.

0106. SUCCESSION TO COMMAND. In the event of incapacity, death, relief from duty, or absence of the Commander, he will be succeeded by the senior naval aviator attached to the Wing staff. The officer succeeding to command has the same authority and responsibility as that delegated to the Commander. However,

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during the temporary absence of the Commander, no changes to the existing organization will be made, and the management and other affairs will be conducted in the manner which was established by the Commander.

0107. COMMANDER'S GOALS AND POLICIES

a. Purpose. To publish policies of the Commander

b. Application. This instruction applies to all COMHELTACWINGPAC staff personnel. The Administrative Department maintains a separate copy of this section to be issued to each officer and chief petty officer reporting for duty.

c. Mission. To SAFELY TRAIN and provide operational guidance and administrative support for our people to attain MAXIMUM READINESS in the event of war or national emergency.

d. Goals. The goals of COMHELTACWINGPAC are:

(1) Conduct all air and ground operations without compromise to safety.

(2) Maximize combat readiness through an effective training program resulting in proficient aircrews, effective aircraft maintenance and efficient administrative procedures.

(3) Maintain a working environment which promotes and enhances personal growth and professional development for all personnel.

e. Policies and Objectives. The following objectives are designed to support our mission, achieve our goals and establish a standard of performance.

(1) Safety. Safety is the paramount premise on which our goals and mission are based. Any evolution, unless designated as operational necessity, shall be terminated if safety appears to be compromised in any way. The safety program is the responsibility of all hands.

(2) Training. Quality training is the foundation of being able to achieve our desired goals. The commitment to quality training will not be compromised. Special emphasis will be given to the needs of our junior enlisted personnel to ensure a normal advancement progression.

(3) People and Retention. People are the most important resource in this command. COMHELTACWINGPAC is a team effort, with its people dependent on each other's combined expertise and total commitment. Retention of quality people is a

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primary concern. Our basic approach shall be to "take care of our people" and to provide the maximum opportunity for advancement and an improved quality of life.

(4) Military Bearing, Courtesy, and Etiquette. The established customs of military protocol and courtesy shall be observed at all times. Respect for position, rank and authority is a foundation of military service and promotes a structured working environment. Rendering of salutes, greeting and addressing personnel properly shall be accomplished in the spirit that those customs were established.

(5) Chain of Command. The chain of command is the basic premise of organizational structure and communication. All Wing personnel are all vested with authority, responsibility and accountability by virtue of rank or rate and the chain of command.

(6) Communication. Communication in all directions is imperative to an efficient organization. Decisions are only as good as the sum of the information used. Communication requires a conscientious ability to be a good listener.

(7) Personal Appearance. All hands will ensure their personal appearance reflects the highest standards of the Navy. A high level of physical fitness provides a greatly improved quality of life, ensures personal appearance standards are maintained and our ability to handle stress.

(8) Security. All members must exercise diligence in proper handling of all classified material. Security procedures will be strictly adhered to at all times.

(9) Advancement. One of our primary objectives is to maximize training and advancement. Formal schools will be requested whenever possible. Supervisors will ensure subordinates are ready for their next advancement cycle. The individuals retain the responsibility to demonstrate initiative for advancement eligibility.

(10) Participation and Evaluation. The success of any evolution is completely dependent on our involvement, initiative, resourcefulness and commitment to excellence. The foremost criteria in the evaluation process for both officer and enlisted personnel shall be performance.

(11) Leadership. The basic premise of leadership is to set the example. Defining responsibility, establishing clear objectives and providing a challenge for the individual is the goal of all supervisors in allowing personnel to achieve their

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maximum potential. This command will strive to place appropriate responsibility and resolve problems in a positive manner at the lowest possible level in the chain of command.

(12) Recognition. Acknowledgement of performance and excellence provides the foundation for sustained superior results. Our personnel deserve to have their efforts properly recognized as part of a winning team.

(13) Enthusiasm. The environment encouraged by this command is to accentuate the positive. Our intensity and commitment to excellence serves in allowing each of us to achieve our full potential.

(14) Loyalty. Loyalty is a mutual responsibility. It stems from earning the respect from our peers, subordinates and superiors through our work and deeds.

(15) Equal Opportunity. Every individual assigned shall be treated with dignity and afforded equal opportunity to excel and advance.

(16) Correspondence. Keep it short, to the point and QA it.

(17) Hold/Pending Basket. The pending file is the greatest source of procrastination in the Navy. Avoid it.

(18) Drug Abuse/Intoxication. There is no room in our Navy for anyone suffering from incapacitation resulting from substance abuse. A policy of zero tolerance is in effect. Random urinalysis tests will be administered on a continuing basis. Administrative separation, mast and court martial will be administered as rapidly as the case can be properly processed.

(19) Fraud, Waste, Abuse and Misuse. Fraud, waste, abuse and misuse of equipment will not be tolerated and will result in disciplinary action. Each individual is responsible for the equipment and material assigned to them.

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CHAPTER 2STAFF ORGANIZATION

0201. INTRODUCTION. To develop and maintain proper relationships between departments in order to optimize mission accomplishment.

0202. ORGANIZATION. The staff is organized into six departments: Administrative, Operations, Maintenance, Safety, Training and Automated Information Systems.

0202.1. BILLETS. Staff assignments are determined on the basis of mission related tasks. Officers may be assigned more than one staff function. In addition, collateral duty assignments will be made by the Chief Staff Officer (CSO). Officers assigned shall be responsible to the Chief Staff Officer for the performance of their collateral duties.

0203. GENERAL DUTIES AND RESPONSIBILITIES OF OFFICERS

a. The Commander is responsible for his organization and may delegate his authority but not his responsibility. The Chief Staff Officer will be responsible for routine decisions and actions in matters incident to carrying out the functions of the Command.

b. Staff officers are assistants to the Commander and shall furnish him with information and advice to assist him in preparing estimates and developing plans, to write and transmit directives and instructions, to supervise and evaluate the execution of planned action, and to relieve the Commander of numerous administrative details.

0204. STAFF WATCH

a. The watch will consist of a Command Duty Officer and Assistant Command Duty Officer.

b. CDO's will be appointed from staff officers LCDR and below and Chief Petty Officers E-7 and above who are permanent or TAD to COMHELTACWINGPAC.

c. ACDO's will be appointed from staff personnel E-1 to E-6 who are permanent or TAD to COMHELTACWINGPAC.

0205. EXECUTIVE BILLET DESCRIPTIONS

0205.1. COMMANDER (N00). The responsibilities and duties of the Commander, Helicopter Tactical Wing, U.S. Pacific Fleet, are redelineated in Chapter 1.

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0205.2. CHIEF STAFF OFFICER (N01). The responsibilities of the Chief Staff Officer include but are not limited to:

a. Coordinate and supervise the preparation of directives, instructions, etc., including operation plans and orders.

b. Advise the Commander on matters concerning the combat readiness of units of HELTACWINGPAC.

c. Ensure that organization, administration, training and operations of all units of HELTACWINGPAC are carried out according to current policies.

d. The Chief Staff Officer is authorized to sign, over functional title, the following types of correspondence:

(1) Routine matters not concerning a decision on policy.

(2) Matters concerning established policy where no change is indicated.

(3) Minor recommendations to bureaus, and individual requests of officers not in the Command.

(4) Letters forwarded for information or guidance.

(5) Surveys.

e. Monitor the preparation and submission of reports on the fitness of officers for which the Commander is responsible.

0205.3. COMMAND MASTER CHIEF PETTY OFFICER (N001). The Command Master Chief reports directly to the Commander and functions primarily as the principal enlisted advisor to the Commander to keep the command aware of the policies, programs, and procedures pertaining to enlisted personnel and their dependents throughout HELTACWINGPAC. Specifically, the Command Master Chief shall:

a. Take precedence over all other member's of equal or subordinate paygrade within the command during the tenure of his assignment.

b. Carry out established command policies in specific areas as directed by the Commander or Chief Staff Officer.

c. Advise the Commander and assist in an advisory capacity in all matters pertinent to existing or potential situations, procedures, and practices which affect the welfare, morale, quality of life, job satisfaction, good order and discipline, utilization, and training of enlisted personnel throughout the Wing.

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d. Assist the Commander in ensuring the highest standards through effective leadership and utilization of middle management personnel.

e. Upon invitation, and when directed, act as the enlisted representative of the Command in community and civic functions.

f. Communicate current personnel policy and program information to Wing command CMC's.

g. Establish liaison with Force/Fleet Master Chiefs and the Master Chief Petty Officer of the Navy concerning enlisted matters.

h. Act at all times to maintain and promote the effectiveness of the chain of command.

i. Ensure naval customs, courtesies, established policies, conduct and general appearance directives, and regulations pertaining to leadership are understood and adhered to by subordinates.

j. Accompany the Commander on visits and inspection trips, as directed.

k. Serve as liaison, and assist as required, Wing Family Ombudsman, Ombudsman Council, and various Navy enlisted spouse organizations in performance of their duties.

l. Assist in the preparation of, and participate in, ceremonies concerning enlisted members, as appropriate.

m. Accompany the Commander at all Commander's Calls for enlisted personnel within HELTACWINGPAC. The CMC will assist the Commander in discussing command goals, current issues, career information, and any other issues which have or will have an impact on members on the command.

0205.4. COMMANDER'S SECRETARY (N00S). The Commander's secretary reports directly to the Commander and functions as his personal assistant. Specifically, the Commander's secretary shall:

a. Provide administrative support to the CSO as required.

b. Receives all visitors and telephone calls to the Commander, and will refer it to the Chief Staff Officer (CSO) or a subordinate Staff Officer, or will direct it to the Commander as required. The incumbent is authorized to provide information (other than of a classified nature) to individuals authorized to receive it. When the nature of a call warrants, the incumbent obtains needed background information before referring incoming calls to the Commander.

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c. Places telephone calls for the Commander and ensures that adherence to Navy protocol is exercised.

d. Reviews all correspondence, forms, messages and classified and unclassified material forwarded to the CSO and the Commander for signature.

e. Prepares correspondence for the signature of the Commodore and CSO.

f. Maintains a current file of COMHELTACWINGPAC Staff Officers and Squadron Commanding Officers on leave. Prepares a weekly listing of division heads and squadron Commanding Officers on leave for the CSO. Prepares all FITREPS for Staff Officers.

g. Performs Civilian Division Clerk duties to include timekeeping, maintaining files of performance appraisals, and civilian training coordinator functions.

h. Perform any miscellaneous duties assigned.

0206. ADMINISTRATIVE DEPARTMENT BILLET DESCRIPTIONS

0206.1. ADMINISTRATIVE OFFICER (N1). The Administrative Officer shall:

a. Supervise and be responsible for the proper processing of all official correspondence received in the Staff Administration Office.

b. Ascertain that outgoing correspondence is in agreement with regulations, policies, and current correspondence instructions.

c. Direct and supervise the operation of the Administrative Department.

d. Serve as Assistant Security Manager and Personnel Security Officer.

e. Be responsible for the functions and duties of the First Lieutenant Division.

f. Serve as the awards coordinator for the Wing.

g. Screen, review and take appropriate action on all incoming/internal correspondence. Sign routine correspondence dealing directly with matters delineated in this section, including TEMADD orders.

h. Serve as Personnel/Manpower Officer.

i. Serve as the Legal Officer.

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j. Serve as the Mail Control Officer.

k. Monitor and account (TAD) OFC-21 funds for the Wing Staff and subordinate squadrons.

206.2: ADMINISTRATIVE SUPERVISOR (N11). The Administrative Supervisor will report directly to the Administrative Officer on all matters within the department. The Administrative Supervisor's primary responsibility is to ensure the smooth functioning of the department on a daily basis and shall:

a. Supervise the preparation and routing of correspondence, Enlisted Performance Evaluations, Command Instructions and Notices, and other documentation.

b. Acts as Directives Control Point for all command publications and directives.

c. Maintains a Recurring Reports Tickler of reports and correspondence due and action in progress.

d. Perform other such duties as required.

0206.3. ADMINISTRATIVE LEADING PETTY OFFICER (N111). The Admin LPO shall coordinate even work distribution within the Admin Office and ensure that all delegated tasks are completed prior to assigned deadlines. The LPO shall act as liaison between the Admin Supervisor and subordinate personnel, and maintain a monthly calendar of meetings, leave and TAD scheduled, etc., to ensure smooth continuation of work flow in the absence of any office personnel. The LPO shall:

a. Serve as Department Classified Material Control Clerk.

b. Serve as the Awards Yeoman maintaining a log of all incoming/outgoing awards.

c. Perform other such duties as required.

d. Serve as TAD yeoman preparing and maintaining copies of all command TAD orders.

e. Maintain the Action Correspondence Tickler Report Data Base, providing a weekly printout of completed action correspondence.

f. Serve as Media Equipment Petty Officer, responsible for pick up and delivery of all media equipment as well as inventory and security of equipment while checked out.

g. Serve as the Pass Liaison Representative (PLR).

h. Serve as a Communications Yeoman.

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- i. Perform other such duties as required.

0206.4. ADMINISTRATIVE CLERK (N113). The Admin clerk is assigned as receptionist and incoming/outgoing desk clerk, performing other duties as assigned. He/she will report to the Admin LPO for work assignment. He/she shall:

- a. Serialize all outgoing correspondence and track all incoming correspondence on route slips to facilitate control and timely response.
- b. Serve as the point of contact for all office equipment, to ensure authorized use and quick access to necessary supplies such as toner, fax paper, etc.
- c. Maintain centralized correspondence files, manage/route directives and send messages.
- d. Maintain a personnel recall list for the command.
- e. Serve as alternate Communications Yeoman.
- f. Type and coordinate input for Plan of the Week.
- g. Assign LCN's and maintain leave log.
- h. Perform other such duties as required.

0206.5. COMMUNICATIONS YEOMAN. The Communications Yeoman, duties are collaterally assigned to yeoman in the Administration Department. Specific duties include:

- a. Perform the internal routing, filing, transmitting, relaying, and physical security of all messages handled by the command.
- b. Ensure that messages are delivered promptly to the proper divisions for action or information.
- c. Coordinate with Naval Telecommunications Center, Naval Air Station, North Island, on matters concerning general message procedures.
- d. Maintain the MDU/MTF system.

0206.6. FIRST LIEUTENANT SUPERVISOR (N12). The First Lieutenant Supervisor will report directly to the Administrative Officer on all matters concerning building maintenance and security. The First Lieutenant's primary responsibility is to ensure building upkeep conducive to safety, cleanliness and security. The First Lieutenant is normally TAD from a subordinate command. On a daily basis shall:

- a. Supervise cleaning of spaces by contractors.

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- b. Process work requests as required.
- c. Perform daily building open and lock up procedures.
- d. Maintain building cleanliness.

0206.7. BUDGET ANALYST (CIV-ADDU) (N13). The Budget Analyst reports to the Administrative Officer and will monitor, allocate, and resolve all issues relating to TAD funding within the Command and HELTACWINGPAC. Specifically he/she shall:

- a. Prepare budget submissions for Wing TAD funding, including subordinate commands.
- b. Collect and reconcile TAD funding requests from subordinate commands.
- c. Distribute TAD funding authority to the Command and WING activities ensuring that such expenditures are proper and in the best interests of the Government.
- d. Reconcile overdue TAD authorizations, taking action to recover unused or unwarranted funds.
- e. Perform other such duties as required.

0206.8. WING CAREER COUNSELOR (N14). The Wing Career Counselor provides career counselor functions for staff personnel and subordinate squadrons.

0207. OPERATIONS DEPARTMENT BILLET DESCRIPTIONS

0207.1. OPERATIONS OFFICER (N3). The Operations Officer is responsible for readiness and operational tasking of all assigned units. Additionally, the Operations Officer shall:

- a. Supervise overall readiness and employment of all units assigned to COMHELTACWINGPAC.
- b. Plan and direct programs to improve assigned fleet units' readiness.
- c. Prepare and promulgate plans involving COMHELTACWINGPAC and assigned units.
- d. Coordinate/assist in all unit inspections required or requested by higher authority.
- e. Coordinate the conduct of operations involving requests from units external to COMHELTACWINGPAC.
- f. Provide air services and logistic support from assigned units as directed by higher authority.

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- g. Coordinate the operational support requirements of assigned units.
- h. Function as Reserve Liaison Officer for COMHELTACWINGPAC Selected Reserve Augment Units.
- i. Prepare COMHELTACWINGPAC endorsement drafts as required for Field Naval Aviator Evaluation Boards (FENAB).
- j. Monitor the interface of squadron detachments with surface combatant units and coordinate resolutions for CLF and Amphibious unit issues with Type Commanders.
- k. Monitor OFC-01-7B funding as required.
- l. Interact with COMNAVAIRPAC, contractor personnel, Contracting Officer's Technical Representative (COTR) personnel, squadrons and other activities concerning training device utilization, maintenance, modifications and problem areas.
- m. Ensure that a database of historical records and operational information is maintained.
- n. Maintain close liaison with COMNAVAIRPAC, COMNAVSURFGRUPACNORWEST, and COMPHIBGRU THREE in matters concerning HC detachment scheduling and embarkation as well as Fleet Exercises.
- o. Act as Wing point of contact for NATOPS, SOP, NVD, and NSW issues.
- p. Serve as OPSEC manager.
- q. Upon request, provide aviation related inputs to the Training department for reviews of pilot and aircrewmen ground and flight training syllabi.
- r. Assist the Commodore with preparations for annual helo OAG.
- s. Prepare inputs for monthly Planning Board for Training.
- t. Provide Commodore operations selection for annual Battle Efficiency award submissions.
- u. Submit all department fitness reports and evaluations up the chain of command.
- v. Review and forward squadron cross country requests.

0207.2. ASSISTANT OPERATIONS OFFICER (N3A). The Assistant Operations Officer shall report directly to the Operations Officer and shall:

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- a. Act as Operations Officer during any absences of the Operations Officer.
- b. Review assigned squadron's ROC/POE submissions, liaison with CHTWL and provide combined inputs and endorsements as necessary.
- c. Review assigned squadrons Weapons System Planning document inputs and provide coordinated inputs to COMNAVAIRPAC for further submission to Naval Air Systems Command.
- d. Provide COMHSLWINGPAC with inputs for the detachment Officer-In-Charge (OIC) course.
- e. Assist in operations/aircrew portion of all unit inspections required or requested by higher authority.
- f. Act as Commodore's representative at NATOPS conferences and on NATOPS issues.
- g. As needed, draft Wing Operations Department instructions.
- h. Periodically review applicable Operations Department instructions and liaison with COMHELTACWINGLANT on joint instructions.
- i. Provide biweekly inputs to COMNAVAIRPAC Operations Department on major events within the COMHELTACWINGPAC purview.
- j. Work closely with Training concerning all operational issues concerning the Wing Training Manual and SHARP computer program to ensure required training is aligned with operational requirements.
- k. Monitor HC FRS student completion rate with emphasis on Fleet Squadron needs and operational requirements.
- l. Prepare all Operational Tactical Development and Evaluation Project support requirements.
- m. Assist in data collection, inputs, and presentations concerning outsourcing issues.
- n. When requested, prepare all fitness reports and evaluations for personnel within the department.
- o. Collect and prepare data for all COMNAVAIRPAC operations queries (AIRBOARD, briefings for the chain of command, etc.).

0207.3. HC READINESS OFFICER (N31). The HC Readiness Officer shall report to the Operations Officer via the Assistant Operations Officer. Additionally, he/she shall:

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- a. Act as database manager for HC Pacific Fleet databases to include detachment and homeguard data.
- b. Monitor assigned squadron's SORTS submissions for standardization and correctness.
- c. Allocate and track OFC-01-7B funding.
- d. Assist in operations/aircrew portion of all unit inspections required or requested by higher authority.
- e. Provide periodic data and analysis to higher echelons as required.
- f. Assist the Operations Officer with community presentation preparations for periodic meetings and briefings. (e.g., OAG, Gulf Coast Fleet Fly-in, etc.)
- g. Periodically review applicable Operations department instructions and liaison with COMHELTACWINGLANT on joint instructions.
- h. Coordinate squadron briefings for the Commodore from OIC's and detachments returning from cruise.
- i. Review and forward squadron PERSTEMPO reports.
- j. Compile monthly report to CNAP for squadron contingency hours.
- k. Coordinate semi-annual HC community video teleconferences.
- l. Collect and process data for selecting annual COMHELTACWINGPAC Battle Efficiency Award and Arleigh Burke Trophy nominees.
- m. Provide end of cruise summary information to CNAP for all returning detachments

0207.4. TRAINING DEVICES MANAGER (N32) (ADDU). The Training Devices manager reports to the Operations Officer via the Assistant Operations Officer and shall:

- a. Provide technical guidance concerning the operation, maintenance, installation, modification, and procurement of training devices.
- b. Interact with COMNAVAIRSYSCOM, COMNAVAIRPAC, NAWC TSD, contractors, squadrons, and other activities concerning training device utilization, maintenance, modifications, contracts, and problem areas.

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c. Manage the Contractor Operations and Maintenance of Simulators (COMS) and the Contractor Simulator Instructor (CSI) Programs.

d. Provide Contracting Officer's Technical Representative (COTR) services for assigned COMS and CSI contracts.

e. As COTR, supervise Technical Assistants (TA) from other Wings and the Fleet Replacement Squadrons to monitor contractor performance on training devices under COMS and CSI contracts.

f. Serve on and monitor Fleet Project Teams for existing training devices and new procurement.

g. Manage field site operations under the COMNAVAIRPAC Training Device Management System.

h. Coordinate the development and update of Mission Essential Systems Matrices (MESM's) for all major training devices under COMHELTACWINGPAC control.

i. Provide technical liaison and manage the submission of Training Equipment Change Requests (TECR's) affecting the simulation or reliability of major training devices under COMHELTACWINGPAC control.

j. Monitor training device utilization.

k. Conduct an annual review of training device utilization and submit COMS contract requirements of COMNAVAIRPAC.

l. Monitor government acceptance of new training devices and modifications of existing devices.

0207.5. AIRCREW READINESS OFFICER (N32). The Aircrew Readiness Officer shall report to the Assistant Operations Officer. Additionally, he/she shall:

a. Act as Commodore's representative on aircrewmen and SAR Swimmer issues.

b. Maintain the Operations portion of the COMHELTACWINGPAC NWP and publications libraries.

c. Assist in operations/aircrew portion of all unit inspections required or requested by higher authority.

d. Act as the central point of contact for COMHELTACWINGPAC training quotas for schools coordinated by the Command.

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e. Periodically review applicable Operations department instructions and liaison with COMHELTACWINGLANT on joint instructions.

f. Coordinate with Training on operational issues and programming for the Wing Training Manual and SHARP computer based program.

g. Collect and monitor all squadron SAR reports.

h. Input data from End of Month Reports to the Wing master database.

i. Attend Aircrew PQS revision conference.

j. Attend SAR and NATOPS conference.

k. Update the operations detachment status board daily.

0207.6. SCHEDULES OFFICER (N33). The Schedules Officer reports to the Operations Officer. The Schedules Officer shall:

a. Coordinate assignment of detachments to surface combatants in support of employment directives in order to meet normal deployments and special operations.

b. Represent COMHELTACWINGPAC at COMTHIRDFLT and COMNAVAIRPAC Quarterly Schedules Conferences as well as monthly Wing schedules conferences.

c. Coordinate with COMHSLWINGPAC and COMPHIBGRU THREE to obtain ships for Deck Landing and VERTREP Qualifications.

d. Coordinate utilization of aircraft assigned to support other users such as COMNAVAIRPAC, COMNAVSURFPAC, etc.

e. Coordinate static displays.

f. Coordinate the scheduling of aircraft services to meet HCO/LSE school requirements.

g. Maintain the master files on services scheduled and cancelled, as well as post-service feedback reports.

h. Prepare a weekly schedule of Squadron Operations and Detachment locations for the Commodore.

i. Assist the Operations Officer with Reserve Liaison issues.

j. Assist the Operations Officer with Night Vision Goggle issues.

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k. Periodically review applicable Operations department instructions and liaison with COMHELTACWINGLANT on joint instructions.

l. Prepare quarterly NVD report to Brown field.

m. Schedule the quarterly SAR duty for SOCAL squadrons.

n. Review message traffic daily for post service feedback and emergent air services requests.

o. Prepare message traffic tasking SOCAL squadrons for every planned and emergent tasking event.

0207.7. INTELLIGENCE OFFICER (N34) (ADDU). The Intelligence Officer reports directly to the Operations Officer and shall:

a. Monitor intelligence product flow for both Wing and constituent squadrons to ensure the best available intelligence support is being provided.

b. Provide updated threat briefings for detachments prior to deployment.

c. Provide tailored theater of operation recognition testing for detachments prior to deployment.

d. Assist in the preparation of Background Investigation (BI) and Special Background Investigation (SBI) clearance packages.

0208. MAINTENANCE DEPARTMENT BILLET DESCRIPTIONS

0208.1. MAINTENANCE OFFICER (N4). The Wing Aircraft Maintenance Officer is responsible to the Wing Commander in all matters pertaining to aircraft maintenance. As such, he/she supervises and directs the efforts of personnel assigned to the maintenance department, reviews maintenance plans and programs of assigned squadrons, and formulates guidance and policy for the Wing. He/she provides timely advice to the Commander in all matters concerning aircraft maintenance, logistics and maintenance facilities. The Wing MO shall:

a. Manage maintenance processes and programs to ensure optimum aircraft material condition and compliance with Naval Aviation Maintenance Program (NAMP) procedures.

b. Manage aircraft and weapon system assets to ensure sufficient and properly configured aircraft, ancillary equipment, engines, and avionics are available to supported activities. Review requests for incorporation of technical directives, and prioritize requirements for field modification teams. Assign Wing units to prototype or review technical directives as requested by higher authority.

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- c. Monitor daily NMCS/PMCS listing and material condition reports of assigned aircraft. Facilitate logistics support to optimize SE, repairables, consumables, and services availability through close liaison with the supporting AIMD, Supply Department, and Fleet Action Readiness Groups (FRAGs). Review and analyze 3M reports and recommend managerial changes when identified.
- d. Facilitate technical support to provide information flow and assistance from Depots, cognizant field activities, contractors, and Commander, Naval Air Systems Command (COMNAVAIRSYSCOM) activities. Screen and endorse requests for Planner and Estimator (P & E) services. Coordinate the use of field teams to accomplish aircraft modifications and/or repairs.
- e. Manage aviation maintenance manpower and personnel assets and programs to ensure valid personnel requirements, optimized assignment of personnel to supported squadrons (both quality and quantity), and feedback to upline manpower or manning authorities.
- f. Coordinate with the Training Department Head (N7) in managing and monitoring aviation maintenance training programs to ensure all required training is accomplished, available training courses are routinely validated, and training assets and expertise are provided when necessary.
- g. Conduct both short and long range planning in support of all services provided to supported activities. Monitor transfer of aircraft and personnel to balance total resources against total commitments. Coordinate and assist in the initial outfitting of newly formed and reconfigured squadrons.
- h. Coordinate depot requirements to optimize scheduling, expedite unscheduled requirements, and improve quality of provided services. Provide maintenance recommendations regarding aircraft assignments, transfers and rework to TYCOM.
- i. Further community advocacy through representation at all Integrated Logistic Support (ILS), and maintenance related meetings. Ensure appropriate activities are aware of community successes and difficulties.
- j. Coordinate IMRL requirements to ensure valid and accurate inventories and compliance with reporting criteria. Manage IMRL assets within the Wing to ensure optimum distribution of all assets.
- k. Recruit, develop, and maintain subject matter experts and expertise on Type/Model/Series systems and programs applicable to the Wing. Monitor contractor technical services and maintain liaison with accredited factory representatives and NAESU providing recommendations for CETS/NETS requirements to support Wing units.

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l. Ensure timely, accurate compliance with upline reporting requirements. Identify and report redundant requirements to TYCOM.

m. Coordinate with the Automated Information Systems (AIS) Department Head (N6) managing and monitoring maintenance related Management Information Systems (MIS). Ensure equitable distribution of general and maintenance related MIS and provide support and expertise for assigned systems.

n. Maintain liaison with cognizant COMNAVAIRPAC and COMNAVAIRSYSCOM staff members concerning maintenance and material matters. Interact with other type wings on a regular basis to share information, ideas and lessons learned. Act as Chairperson of all Wing maintenance meetings.

o. Recognize good maintenance efforts through appropriate awards.

p. Manage and monitor technical data accuracy among supported units. Provide feedback to technical data systems on the quality and timeliness of provided technical data.

q. Manage assigned facilities to ensure adequacy and to encourage facility improvements. Minimize impact of facility maintenance and improvements on the aircraft maintenance effort. Coordinate with the NAS in the establishment of aircraft maintenance spaces to ensure proper support of assigned units. Maintain liaison with the local Public Works Department concerning alterations and improvements to aircraft maintenance spaces and installed maintenance support equipment.

r. Develop knowledge and maintain awareness of customer requirements, both up and down the chain of command. Maintain a close personal liaison with all customers.

s. Advise and assist all subordinate activities in maintenance organization procedures and material support. Review and maintain maintenance related records and reports and conduct maintenance performance evaluations/inspections to ascertain overall maintenance capability with respect to aircraft and equipment assets, maintenance training, and manpower. Assist in Command reviews as directed.

t. Coordinate with the Safety Officer in matters of FOD prevention as well as aviation maintenance and ground safety programs.

u. Promote Total Quality Leadership.

v. Ensure compliance with HAZMAT programs and environmental regulations by supported units. Assist in developing user friendly systems to support HAZMAT programs.

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0208.1A. MAINTENANCE SECRETARY (N4S). The Maintenance Secretary is responsible for the execution of Maintenance Department Administrative functions. The secretary provides typing, filing, word processing support, correspondence distribution control and administrative supplies for the entire Maintenance Department. The Maintenance Secretary reports to the Wing Aircraft Maintenance Officer. The Maintenance Secretary shall:

a. Receive all visitors and telephone calls to the Aircraft Maintenance Officer.

b. Schedule appointments and make commitments for the Aircraft Maintenance Officer.

c. Receive all correspondence for the Maintenance Department, reply to mail not requiring the Aircraft Maintenance Officer's personal attention, route matters requiring action by Maintenance Staff Officers, and follow up to ensure that actions are complete.

d. Prepare and/or proof Maintenance Department correspondence, reports, FITREPS and messages, and maintain records and files for same.

e. Be responsible for the receipt, control, logging, safekeeping, and necessary action on all classified material in the subcustody to the Maintenance Staff.

0208.2. ASSISTANT MAINTENANCE OFFICER (N41). The Wing Assistant Maintenance Officer assists the Wing Aircraft Maintenance Officer (MO) in providing management and technical expertise for maintenance, supply and training matters. The AMO reports to the MO. The AMO shall:

a. Assist the MO in the performance of duties and keep the MO fully informed of matters concerning the department. Make recommendations to the MO for improved departmental policies and ensure efficient and full use is made of the capabilities and facilities of the department.

b. As the Wing Maintenance Training Officer, exercise control of maintenance related training over assigned squadrons per section 0208.14 of this instruction.

c. Monitor the effectiveness of the Naval Aviation Maintenance Material Management System within assigned activities. Assist reporting custodians in evaluating 3M reports when assistance is requested or is deemed appropriate.

d. Coordinate and monitor periodic inspections of 3M data collection, analysis, and reporting procedures of assigned activities to ensure timely, accurate compliance with upline reporting requirements, and equitable distribution of general and maintenance related management information systems data.

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e. Provide trend and control charts as required/requested to allow aggressive, in-depth daily/weekly/monthly monitoring of aircraft material readiness statistics and other parameters that measure a units overall mission and war fighting capability.

f. Provide required 3M data in support of the Management Information center.

g. Monitor aircraft and engine accounting procedures of Wing units and supporting activities to ensure timely, accurate reporting is maintained in accordance with established directives.

h. Act as overall administrator and coordinator of scheduled/unscheduled aviation maintenance evaluations (MPE's), Material Condition Inspections (MCI'S), and Maintenance Program Assist (MPA's) visits conducted by the Maintenance Department personnel.

i. Conduct assigned sections of COMHELTACWINGPAC command inspections and other inspections as may be directed.

j. Provide general administrative, planning and scheduling support for the Maintenance/Material Division.

k. Act as Classified Material Control Officer for the Maintenance Department, observing applicable security regulations.

l. Act as the Wing Maintenance Manpower Manager. Provide assistance, liaison, and training to assigned units to achieve optimum utilization of available manpower, reduce maintenance personnel deficiencies, and ensure effective NEC management. Initiatives shall include:

m. Ensure manpower requirements for the maintenance and operation of new weapon systems, equipment, and initiatives are specified sufficiently in advance of fleet introduction to allow consideration in the programming cycle and for development of required personnel skills level.

n. Analyze manpower requirements and authorized billets for Wing units, assist in formulating justification for increased requirements, or reassigning existing resources to the extent feasible prior to requesting an increase in manpower resources.

o. Conduct an annual review of authorized billets for each Wing unit to ensure manpower requirements are correctly stated. Provide feedback to unit Manpower Managers and assist in formulating recommended changes for submission to the manpower claimant.

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p. Monitor personnel distribution and provide all possible assistance in efforts to alleviate NEC driven deficiencies. Encourage and assist in implementing an aggressive management plan for identifying potential deficiencies in prospective gain (PG) assets. Review utilization of available follow-on training and other "self help" measures to ensure continued emphasis on increased qualifications.

0208.3. AIRCRAFT READINESS OFFICER (N42). The Aircraft Readiness Officer will assist the Wing Maintenance Officer (MO) by providing expertise in all matters relating to the safe, effective and efficient maintenance of weapon systems, to achieve the highest possible level of aircraft readiness. He/she monitors squadron training, maintenance and logistics efforts to ensure minimal impact on overall aircraft capability. The Aircraft Readiness Officer shall:

a. Assist and advise the AMO/AAMO on all matters concerning airframe, power plant, and avionics, support equipment, ALSS, aircraft armament, maintenance management and quality assurance.

b. Maintain close liaison with wing units, advising and assisting with technical problems and logistics support. Conduct daily reviews of submitted Aircraft Material Readiness Reports and available statistical data to ascertain the overall daily readiness of wing units. Ensure immediate response to reported or discovered difficulties.

c. Monitor and provide recommendations to the AMO concerning aircraft configuration, assignment, transfer, and rework schedules.

d. Conduct frequent informal visits to Wing units to verify compliance with current directives and ensure the use of sound maintenance practices.

e. Study, formulate and prepare recommendations on aircraft maintenance for Integrated Logistics Support meetings, Maintenance Logistics Engineering Reviews, AVCAL reviews, etc.. Monitor responses from action agenda items and ensure all information is forwarded to assigned units as applicable.

f. Maintain close liaison with naval aviation depots, intermediate maintenance activities and contract service personnel concerning repairs, modifications, P & E inspections and technical assistance for required aircraft maintenance.

g. Supervise and coordinate Wing scheduled and unscheduled maintenance performance evaluations, pre/post deployment program and material condition inspections and preparation of reports as required.

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h. Monitor "hands on" maintenance practices of assigned units to ensure compliance with established directives, including corrosion control, hydraulic contamination, SE licensing, fuel contamination, etc.

i. Monitor squadron maintenance programs as delineated by OPNAVINST 4790.2 to ensure training, qualifications and other requirements as specified by higher authority are obtained and maintained.

j. Liaison with counterpart at COMHELTACWINGLANT to coordinate aircraft transfers, acceptance inspections, inventories, and reconcile any shortfalls.

k. Perform research; investigate logistical items, aircraft configuration concerns, and other issues as directed by COMNAVAIRPAC.

l. Oversee AMMRL distribution and upkeep of all IMRL items throughout COMHELTACWINGPAC.

m. Serve as MPA/AME inspector for personnel management, maintenance training, aircraft weight and balance, support equipment training and licensing and any other program as directed by the MO.

n. Monitor manning levels throughout COMHELTACWINGPAC and provide assistance when necessary.

o. Perform Quality Improvement Visits on COMHELTACWINGPAC units when directed.

0208.4. MAINTENANCE MASTER CHIEF PETTY OFFICER (N421). The Maintenance Master Chief Petty Officer shall assist and advise the Aircraft Readiness Officer on aeronautical matters, personnel qualifications, maintenance safety, aircraft assignment and configuration, aircraft readiness and all other matters pertaining to mission capability. As the Senior Enlisted Inspector, the Maintenance Master Chief Petty Officer reports to the Assistant Maintenance Officer via the Aircraft Readiness Officer. The Maintenance Master Chief shall:

a. Advise and assist Wing units by identifying maintenance program deficiencies, providing training, advice, and assistance in performance improvement. Promote uniformity of maintenance record keeping procedures throughout the Wing.

b. Evaluate the performance of assigned units to ascertain the unit's level of performance and its ability to achieve CNO goals and objectives for readiness, safety, and deployability. These evaluations shall include:

- An evaluation of NAMP compliance.

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- A performance level assessment based on measurements of efficiency, effectiveness, quality, budgeting ability, innovation, quality of work/life, and productivity.
  - A determination of the effects of leadership on achieving mission accomplishment through optimum use of manpower, material, machinery, methods, and environmental factors.
  - An evaluation of the level and quality of involvement among supporting and supported activities.
- c. Conduct in-depth pre/post deployment program/material condition, corrosion control and other inspections as directed by senior commands for Wing units.
- d. Interpret and assist in implementing policies and procedures contained in the NAMP and related maintenance directives.
- e. Advise, train, and assist with proper maintenance and material control techniques, requisitioning procedures, and production management procedures.
- f. Evaluate SE for adequacy, quality, upkeep, proper use, safe operating procedures, and compliance with established record and reporting procedures.
- g. Evaluate facilities and make recommendations regarding maintenance requirements, including tool and equipment allowances.
- h. Provide informal personal liaison between Wing units and the type commander staff, depot level facilities, contractors and other supporting activities.
- i. Advise, train, and assist with maintenance training procedures and personnel qualifications.
- j. Review and recommend changes as necessary to existing policies, procedures, instructions, technical directives, and publications. Research and endorse recommendations submitted from Wing units.
- k. Review and advise maintenance management and supervisory personnel regarding compliance with all aspects of quality assurance.
- l. Review compliance with maintenance data collection requirements and provide on-the-job training in documentation procedures and techniques, and training in the use of maintenance and material management data products.
- m. Maintain liaison with Squadron Maintenance Master Chief Petty Officers/Maintenance Chief Petty Officers to

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disseminate and receive information and assist as necessary in solving maintenance related problems.

n. Prioritize/coordinate unit material requirements and ensure immediate action is undertaken by appropriate Wing Class Desk to expedite and secure the most advantageous use of Ready for Issue (RFI) components.

0208.5. H-46 MAINTENANCE CLASS DESKS (N4211/N4218). The H-46 Class Desks provide technical assistance and logistical support to operating activities to enhance optimum maintenance and material readiness in support of CNO goals. The H-46 Class Desks reports to the Aircraft Readiness Officer. The H-46 Class Desks shall:

a. Conduct a daily review of submitted Aircraft Maintenance Readiness Reports and other available statistical data. Assist Wing supply in monitoring and expediting squadron and detachment material requisitions through aggressive use of local AIMD's, TYCOM supply department/class desk personnel, and appropriate Fleet Replacement Action Group (FRAG) assets.

b. Review and interpret various technical letters, messages and directives concerning assigned aircraft and support equipment for further dissemination to supported units.

c. Review technical directives for applicability and monitor implementation if warranted. Assist assigned units in verifying Engineering Change Proposals and review recommended changes for validity, accuracy and effectiveness prior to drafting proposed endorsement.

d. Expeditiously review submitted local maintenance requirement cards for accuracy, validity, and applicability to additional fleet assets.

e. Maintain liaison with CFA, NAESU, COMNAVAIRPAC, NADEP, FRAG, AIMD, and other activities as necessary to remain cognizant of new programs and keep up to date on the status of current programs.

f. Assist Wing Supply in monitoring and approving short deployment and contingency pack-ups and related system support.

g. Review detachment support equipment requests, and coordinate the release of such equipment for deployment.

h. Conduct scheduled/unscheduled maintenance performance evaluations and pre/post-deployment program/material condition inspections on Wing units to ascertain the unit's level of performance and compliance with NAMP processes and programs.

i. Analyze design and maintenance deficiencies, preparing recommendations for improvements or corrective action.

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0208.6. H-3/H-1 MAINTENANCE CLASS DESK (N4213). The H-3/H-1 Class Desk provides technical assistance and logistical support to operating activities to enhance optimum maintenance and material readiness in support of CNO goals. The H-3/H-1 Class Desk reports to the Aircraft Readiness Officer. The H-3/H-1 Class Desk shall:

- a. Conduct a daily review of submitted Aircraft Maintenance Readiness Reports and other available statistical data. Assist Wing supply in monitoring and expediting squadron and detachment material requisitions through aggressive use of local AIMD's, TYCOM supply department/class desk personnel, and appropriate Fleet Replacement Action Group (FRAG) assets.
- b. Review and interpret various technical letters, messages and directives concerning assigned aircraft and support equipment for further dissemination to supported units.
- c. Review technical directives for applicability and monitor implementation if warranted. Assist assigned units in verifying Engineering Change Proposals and review recommended changes for validity, accuracy and effectiveness prior to drafting proposed endorsement.
- d. Expeditiously review submitted local maintenance requirement cards for accuracy, validity, and applicability to additional fleet assets.
- e. Maintain liaison with CFA, NAESU, COMNAVAIRPAC, NADEP, FRAG, AIMD, and other activities as necessary to remain cognizant of new programs and keep up to date on the status of current programs.
- f. Assist Wing Supply in monitoring and approving short deployment and contingency pack-ups and related system support.
- g. Review detachment support equipment requests, and coordinate the release of such equipment for deployment.
- h. Conduct scheduled/unscheduled maintenance performance evaluations and pre/post-deployment program/material condition inspections on Wing units to ascertain the unit's level of performance and compliance with NAMP processes and programs.
- i. Analyze design and maintenance deficiencies, preparing recommendations for improvements or corrective action.

0208.7. ENGINES MAINTENANCE CLASS DESK (N4217). The Engines Class Desk provides technical assistance and logistical support to operating activities to enhance optimum maintenance and material readiness through dedicated management of power plant assets and engine related programs. Engine management

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responsibilities are assigned collaterally to the H-3/H-1 Class desk who reports to the Aircraft Readiness Officer. The Engines Class Desk shall:

a. Conduct a daily review of submitted Aircraft Maintenance Readiness Reports and other available statistical data. Assist Wing supply in monitoring and expediting squadron and detachment power plant related material requisitions through aggressive use of local AIMD's, TYCOM supply department/class desk personnel, and appropriate Fleet Replacement Action Group (FRAG) assets.

b. Review and interpret various technical letters, messages and directives concerning assigned Type/Model/Series engines for further dissemination to supported units.

c. Review power plant and engine related technical directives for applicability and monitor implementation if warranted. Assist assigned units in verifying engine related Engineering Change Proposals and review recommended changes for validity, accuracy and effectiveness prior to drafting proposed endorsement.

d. Expeditionously review submitted power plant related local maintenance requirement cards for accuracy, validity, and applicability to additional fleet assets.

e. Maintain liaison with CFA, NAESU, COMNAVAIRPAC, NADEP, FRAG, AIMD, and other activities as necessary to remain cognizant of new power plant related programs and keep up to date on the status of current programs.

f. Analyze power plant related design and maintenance deficiencies, preparing recommendations for improvements or corrective action.

0208.8. AVIATION LIFE SUPPORT SYSTEMS (ALSS) MAINTENANCE CLASS DESK (N4215). The ALSS Class Desk provides technical assistance and logistical support to operating activities to enhance optimum maintenance and material readiness in support of CNO goals. The ALSS Class Desk reports to the Aircraft Readiness Officer. The ALSS Class Desk shall:

a. Act as Program Manager for the Aviation Life Support Systems (ALSS), Aircrew Survival Armor Program (ASAP), ANVIS-6 Night Vision Imaging System program, Global Positioning System (GPS) program, and the Precision Light Weight Global Positioning (PLGR) programs.

b. Act as Program Manager for the Wing Ordnance Program, to include small arms up to .50 Cal and the Non-combat Expenditure Allocation (NCEA) program.

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- c. Collect, review and maintain aircraft/equipment statistical data in support of the ALSS and Aviation Armament associated programs. Assist with introduction, incorporation, operation, maintenance and modification of ALSS. Render support to assigned units as requirements dictate.
- d. Review detachment Aircrew Survival Armor requests and release equipment for deployment as requested.
- e. Identify and analyze design and maintenance problems and/or deficiencies within the Aircrew Life Support System and Aviation Armament arena. Formulate and propose viable corrective actions.
- f. Review and interpret various technical letters, messages and directives concerning ALSS and other managed programs for further dissemination to supported units.
- g. Review technical directives for applicability and monitor implementation if warranted. Assist assigned units in verifying recommended changes for validity. Assist assigned units in verifying prior to drafting proposed endorsement. Review maintenance and servicing procedures for application, effectiveness, currency and wing continuity.
- h. Maintain liaison with CFA, NAESU, COMNAVAIRPAC, NADEP, FRAG, AIMD and other activities as necessary, to remain cognizant of new life support system program initiatives and currency.
- i. Assist Wing Supply in monitoring and approving short deployment and contingency pack-ups and related system support.
- j. Conduct scheduled/unscheduled aviation maintenance evaluations and pre/post-deployment program/material condition inspections on Wing units to ascertain the unit's level of performance and compliance with NAMP processes and programs with specific regard to Aircrew Life Support and other managed programs.

0208.9. MAINTENANCE MATERIAL SUPPLY CHIEF PETTY OFFICER (N4216).  
The Supply CPO will assist the Wing Maintenance Officer in matters relating to supply support and financial management. The Supply CPO will report to the Maintenance Master Chief Petty Officer. The Supply CPO shall:

- a. Coordinate inventories of all items of plant account equipment authorized for the Wing.
- b. Coordinate and monitor supply and material support of the Staff and assigned activities.
- c. Administer Budget Project Allotments, i.e. OFC-02 (Air Staff Funds), OFC-10 (Trainer Funds), and other funding granted to COMHELTACWINGPAC.

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d. Monitor the Commercial Purchase Card (CPC) Program in coordination with the Wing Agency Program Coordinator (APC) and Approving Official (AO).

e. Maintain close liaison with supported squadrons, COMNAVAIRPAC, ships, and Naval Air Station supply to remain cognizant in all supply related matters with regard to Wing assets.

f. Review and approve squadron/detachment pack-up kit requirements. Recommend changes or modifications when deemed appropriate.

g. Review and take appropriate action on correspondence and communications concerning supply and material matters.

h. Screen material requests submitted by HELTACWINGPAC Staff.

i. Monitor and assist in supply training within assigned squadrons. Furnish technical supply advice and assistance upon request, or when recommended by higher authority.

j. Monitor NMCS/PMCS/Work Stoppage requisitions and coordinate with ASO, COMNAVAIRPAC, item managers and local supporting air station supply departments to assure maximum supply support.

k. Conduct scheduled/unscheduled maintenance performance evaluations and pre/post-deployment program/material condition inspections on Wing units to ascertain the unit's level of performance and compliance with NAMP processes and programs, and all applicable Comptroller directives.

0208.10. SUPPLY PETTY OFFICER (N42161). The Supply Petty Officer will serve as the OPTAR log manager for all Wing OPTAR accounts. The Supply Petty Officer reports to the Supply Chief Petty Officer. The Supply Petty Officer shall:

a. Monitor and account for budget OPTAR accounts provided by COMNAVAIRPAC to COMHELTACWINGPAC.

b. Coordinate and monitor material and logistical support for the Staff. Review and process material requests submitted. Monitor outstanding requisitions.

c. Serve as COMHELTACWINGPAC Commercial Purchase Card (CPC) Program cardholder.

d. Maintain a current library of supply catalogs and publications for use by the Staff and assigned units.

e. Maintain custody cards of all items of plant account equipment authorized for the Wing. Conduct inventories as required by higher authority.

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f. Maintain supply locker and storage room.

g. Assist the Maintenance Material Supply Chief Petty Officer in monitoring and expediting NMCS/PMCS/Work stoppage requisitions.

h. Provide technical advice and assistance in supply and logistical matters upon request or when recommended by higher authority.

0208.11. SUPPORT EQUIPMENT ASSET MANAGER (N422). The Support Equipment Asset Manager provides management and technical expertise in the execution of the Aircraft Maintenance Material Readiness List (AMMRL) program. The SE Asset Manager reports to the Aircraft Readiness Officer. The SE Asset Manager shall:

a. Supervise and administer the Aircraft Maintenance Material Readiness List (AMMRL) Program for staff and subordinate units. Develop, coordinate and implement policy and procedures to ensure optimum material readiness of assigned squadrons.

b. Compile and maintain data to determine material supportability of Wing units. Determine Support Equipment requirements and priorities.

c. Exercise overall management of IMRL assets within the Wing to ensure optimum distribution.

d. Provide assistance and interpretation of the Individual Material Readiness List (IMRL) for subordinate commands. Monitor IMRL transaction reports to ensure accurate, timely submission and compliance with established reporting criteria.

e. Maintain close liaison with squadron SE Asset Managers, providing authoritative and complete advice (written and oral) regarding IMRL matters.

f. Monitor requisitions for pull items, checking on-hand quantity and authorized allowances.

g. Review revision requests for accuracy, completeness and validity. Evaluate squadron on-hand verses authorized allowance to determine tailoring needs.

h. Conduct liaison with AIMD SE, PME and Supply to ensure a full compliment of authorized IMRL assets are on hand for each squadron detachment.

i. Manage OPTAR (OFC-9 initial issue IMRL) for squadrons.

j. Review IMRL survey requests for accuracy, compliance with established directives, and availability of replacement items.

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k. Conduct Aircraft Maintenance Evaluations to ascertain the unit's compliance with established IMRL management directives, material condition of assigned IMRL assets, and overall IMRL readiness. Conduct program assist visits when requested, or when deemed necessary to rectify management deficiencies.

l. Attend IMRL Reviews and Tailoring Conferences with subordinate squadrons, or represent unit's interest in their absence.

m. Interpret program instructions issued by higher authority, including the Local Asset Management System Users Manual, for detailed instruction of IMRL procedures for precise guidance to staff and subordinate commands.

n. Establish IMRL orientation, education and training programs. Conduct continuous training for subordinate commands.

o. Maintain liaison with COMNAVAIRPAC, NAEC, NAVAIRSYSCOM and other appropriate agencies as necessary to remain cognizant of new program initiatives.

0208.12. MAINTENANCE TRAINING OFFICER (N41). The Maintenance Training Officer shall provide expertise in all matters of maintenance training in Wing units. The Maintenance Training Officer is the AMO. The Maintenance Training Officer shall:

a. Exercise control of maintenance related training over assigned squadrons, recommending training requirements and methods to ensure optimum material readiness of squadrons. Coordinate, monitor, and obtain formal training as required by supported units.

b. Coordinate with Training Department (N7) to ensure the Maintenance Training Improvement Program (MTIP) is implemented and maintained in compliance with applicable directives in all supported units.

c. Monitor policies and procedures for the standardization of maintenance training units Fleet Replacement Enlisted Skills Training (FREST) and training reports.

d. Ensure tailored training plans are developed and implemented upon request by any supported activity, or when deemed appropriate to rectify identified training deficiencies.

e. Ensure the coordinated efforts of Engineering Technical Services (ETS), Naval Aviation Maintenance Training Group (NAMTRAGRU), and Fleet Aviation Specialized Operational Training Group (FASOTRAGRU) personnel and other external resources are utilized to the maximum extent possible for remedial training of Wing units.

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f. Monitor scheduling and utilization of school quotas under Wing cognizance.

0208.13. ASSISTANT MAINTENANCE TRAINING OFFICER (N441). The Assistant Maintenance Training Officer shall provide expertise in all matters of maintenance training in Wing units. Act as principle advisor to Maintenance Training Officer on all matters of maintenance training. The Assistant Maintenance Training Officer reports to the Maintenance Training Officer. The Assistant Maintenance Training Officer shall:

a. Coordinate, assist, monitor, and ensure in conjunction with the Wing Training Department compliance of all organizational maintenance programs of assigned units.

b. Develop tailored training plans upon request, or as directed.

c. Develop, update, and administer in conjunction with the Wing Training Department Maintenance Training Improvement Program (MTIP) surveys when directed by the MO.

d. In coordination with the Wing Training Department, ensure scheduling, completion, and analysis of MTIP and inspect for compliance during MPA/AME's.

e. Monitor NETS/CETS utilization and coordinate efforts of NAMTRAGRU, FASOTRAGRU personnel and other external resources utilized for remedial training in Wing units.

f. Monitor and ensure compliance with existing directives of all assigned maintenance training programs, and ensure the quality of training received is adequate for fleet needs.

g. In conjunction with Wing Training Department, provide appropriate guidance and direction to Wing units in implementation, administration, and evaluation of MTIP, ensuring all requirements are satisfied.

h. In coordination with Wing Training Department, inspect maintenance training programs of all COMHELTACWINGPAC units during MPA's/AME's.

0208.14. MAINTENANCE ADMINISTRATION LEADING CHIEF PETTY OFFICER (N43). The Maintenance Administration Leading Chief Petty Officer shall advise the Wing Aircraft Maintenance Officer on all matters relating to the Naval Aviation Maintenance and Material Management (3M) system, aircraft and engine accounting, technical data collection, and maintenance management within Wing units. The Maintenance Administration Leading Chief Petty Officer reports to the Assistant Maintenance Officer. The Maintenance Administration LCPO shall:

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- a. Ensure accurate and timely administrative support is provided for Wing maintenance department personnel.
- b. Formulate and recommend policy changes, adjustments and/or personnel reassignments to ensure efficient and full use is made of the capabilities and facilities of the department.
- c. Monitor the Technical Directive Program of assigned units to ensure effective, efficient and timely compliance with issued directives. Provide assistance as necessary.
- d. Formulate, draft and implement correspondence to ensure the absolute integrity and accuracy of Aircraft Inventory Reporting, Aircraft Engine Accounting and Aircraft Material Readiness Reporting (AMRR) within assigned units.
- e. Monitor aircraft assignment and configuration to ensure optimum fleet readiness, deployability, and warfighting capability of assigned units.
- f. Ensure weekly aircraft status reports are prepared and submitted to appropriate staff members and COMNAVAIRPAC.
- g. Track and administratively process local MRC's in accordance with Naval Aviation Maintenance Program directives.
- h. Act as the Technical Publication Library Manager, maintaining appropriate and sufficient technical manuals for the use of maintenance department personnel. Review and revise as necessary the Wing Automatic Distribution Requirements List.
- i. Conduct scheduled/unscheduled maintenance performance evaluations, pre/post cruise program/material condition inspections to ascertain the units level of performance, compliance with established directives, and overall ability to meet CNO goals. Conduct program assist visits as necessary to rectify identified deficiencies.
- j. Act as the Wing Maintenance Manpower Manager. Provide assistance, liaison and training to assigned units to achieve optimum utilization of available manpower, reduce maintenance personnel deficiencies, and ensure effective NEC management. Initiatives shall include:
  - Ensure manpower requirements for the maintenance and operation of new weapon systems, equipment, and initiatives are specified sufficiently in advance of fleet introduction to allow consideration in the programming cycle and for development of required personnel skill levels.
  - Analyze manpower requirements and authorized billets for Wing units. Assist in formulating justification for increased requirements, or reassigning existing resources to the extent feasible, prior to requesting an increase in manpower resources.

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- Conduct an annual review of authorized billets for each Wing unit to ensure manpower requirements are correctly stated. Provide feed back to unit Manpower Managers and assist in formulating recommended changes for submission to the manpower claimant.

- Monitor personnel distribution and provide all possible assistance in efforts to alleviate NEC driven deficiencies. Encourage and assist in implementing an aggressive management plan for identifying potential deficiencies in prospective gain (PG) assets. Review utilization of available follow-on training and other "self help" measures to ensure continued emphasis on increased qualifications.

0208.15. AIRCRAFT ACCOUNTING/DATA ANALYST/LOGS AND RECORDS PETTY OFFICER (N431). The Wing Data Analyst Petty Officer reports to the Maintenance Administration LCPO. The Data Analyst shall:

- a. Review 3M summaries, monthly maintenance plans, aircraft material readiness reports and other 3M data submitted by Wing units for accuracy, submission requirements, and compliance with established directives, providing feedback and training to alleviate disparities and/or deficiencies.

- b. Act as intermediary for non-routine 3M matters between the squadrons and higher authority, and coordinate 3M actions with squadron and data processing services as necessary.

- c. Maintain aircraft readiness data for Wing aircraft. Formulate and initiate quantitative and qualitative visual displays of pertinent data for use by maintenance managers.

- d. Perform analysis of "area specific" data when requested to assist maintenance managers in the detection of potential maintenance problems, or in formulating viable solutions to unresolved deficiencies.

- e. Provide assistance and training as necessary to Wing units in all facets of 3M, aircraft and engine accounting, and reporting procedures to ensure absolute integrity in upline reporting.

- f. Assist in maintenance performance evaluations, and pre/post deployment program/material condition inspections. Execute program assist visits as directed.

- g. Review all Engine Transaction Reports and Aircraft XRAY reports submitted by Wing units for accuracy and compliance with established directives. Generate aircraft and engine status reports as requested.

- h. Maintain unit history files.

- i. Generate weekly consolidated Wing AMRR.

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0208.16. TECHNICAL PUBLICATION LIBRARIAN/MAINTENANCE ADMINISTRATION CLERK (N432). The Technical Publications Clerk reports to the Maintenance Administration LCPO. The Technical Publications Clerk shall:

- a. Prepare all correspondence for the Aircraft Maintenance Officer's signature and forward as appropriate.
- b. Maintain a filing system for correspondence pertaining to the maintenance department.
- c. Maintain the Technical Library for the maintenance department in accordance with established directives.
- d. Assist tenant commands with technical library problems as needed.
- e. Establish and maintain liaison with NATEC and other directive issuing authorities to remain cognizant of current and new program initiatives.
- f. Establish and maintain the Wing Automatic Distribution Requirements List in accordance with established directives.

0208.17. CONFIGURATION MANAGER (N44). The Configuration Manager provides technical expertise for maintenance and supply matters as they relate to Wing unit maintenance efforts. The Configuration Manager reports to the Aircraft Maintenance Officer. The Configuration Manager shall:

- a. Manage Technical Directive Compliance Program
  - (1) Review Monthly Maintenance Plan's Technical Directive Compliance Section (includes AFB/AFC, DCB/DCC, AVB/AVC, AYB/AYC, and ACB/ACC).
  - (2) Provide feedback to Wing MO and Squadron.
  - (3) Update Wing's configuration database.
- b. Review NALDA printouts as required (to include List's 01, 02, 03, 04, and others as required).
- c. Review proposed technical directives (proposed and newly issued) as directed by COMNAVAIRPAC.
- d. Coordinate installation schedules for TD's (COMNAVAIRSYSCOM, COMNAVAIRPAC, NADEP, and squadron.).
- e. Ship, track, and receive components for update and or modification at NADEP.
- f. Coordinate buy of materials required for configuration updates or component modifications with

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purchasing/ICP.

g. Monitor squadron's Engineering Investigation (EI) requests. Assist as requested in locating major items.

h. Advise Department Heads on civilian personnel issues.

0209. SAFETY DEPARTMENT

0209.1. AVIATION SAFETY OFFICER (N45). The Aviation Safety Officer reports to the Chief Staff Officer but with direct access to the Commander in matters of safety. The Safety Officer shall be a graduate of the Naval Aviation Safety School. The Safety Officer is responsible for coordinating the implementation of a comprehensive safety program based upon the objectives established by the Commander. He/she shall:

a. Be principal advisor to the Commander on all internal safety matters, including those of embarked units.

b. Report to the Chief Staff Officer concerning administration of programs and correction of discrepancies.

c. Coordinate all matters involving aviation safety with the Wing Operations Officer and the Wing Maintenance Officer.

d. Establish a working relationship with Commanding Officers and Safety Officers of each of the squadrons under the command of COMHELTACWINGPAC in order to implement safety programs effectively on a continuing basis.

e. Coordinate unit-wide planning to implement and evaluate the effectiveness of required safety and accident programs.

f. Provide the Commander with a periodic assessment of the Aviation Safety Program and the Navy Occupational Safety and Health Program.

g. Coordinate assignment of Aviation Safety School quotas for squadron safety officers, executive officers, and commanding officers.

h. Maintain safety records and accident statistics as required to effect aggressive accident prevention programs in and among all squadrons assigned to COMHELTACWINGPAC.

i. Monitor and coordinate the conduct of squadron safety surveys, safety assessments and other proactive safety initiatives.

j. Monitor submission of required safety and accident reports and endorsements.

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k. Act as Chairman of the COMHELTACWINGPAC Area Aviation Safety Council.

l. Submit an annual budget request which is supportive of program requirements, mission of the staff and assigned subordinates.

m. Be a graduate of the Naval Aviation Safety School.

0209.2. NAVOSH PROGRAM COORDINATOR (N451). The NAVOSH program coordinator is assigned administratively within the Safety Department. He/she reports directly to the Commander in all matters relating to OSH program based on objectives established by the Commander. He/she shall:

a. Serve as COMHELTACWINGPAC's Occupational Safety and Health Coordinator. Develop and implement appropriate programs to assure a high level of health and safety in all Commander, Helicopter Tactical Wing, U.S. Pacific Fleet activities.

b. Be responsible for planning, organizing and evaluating the COMHELTACWINGPAC NAVOSH Program, through effective oversight.

c. Formulate and revise program policies and goals for COMHELTACWINGPAC within broad policy limits established by higher authority.

d. Develop and prepare directives, procedure manuals, and other guidelines for application throughout COMHELTACWINGPAC.

e. Make recommendations to enhance or simplify NAVOSH Program management.

f. Develop COMHELTACWINGPAC-wide Occupational Safety and Health (OSH) Training Program through appropriate training authorities.

g. Perform Safety Compliance reviews of the command's operational, maintenance and production policies as well as procedures, instructions, new contracts and introduction of materials and personnel.

h. Perform Safety Inspections of buildings, grounds, material, equipment, devices, operations and conditions to ensure compliance with local, Navy Federal and Occupational Safety and Health Act (OSHA) standards of safety.

i. Manage mishap/employee complaint investigations ensuring complete program integrity is maintained.

j. Analyze Safety Program effectiveness through analysis of data, mishap statistics and effective safety training.

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k. Chair the COMHELTACWINGPAC OSH council and committee and maintain and publish appropriate records of proceedings.

l. Represent COMHELTACWINGPAC at local and federal OSH meetings.

m. Administer and oversee safety sub-programs including but not limited to the following:

- (1) Electrical Safety Program
- (2) Personal Protective Clothing and Equipment
- (3) Sight and Hearing Conservation
- (4) Gas-Free Engineering
- (5) Asbestos/Beryllium Control Program
- (6) Awards Program
- (7) Back Injury Prevention Program
- (8) Deficiency Abatement Program
- (9) Ergonomics Program
- (10) Fire Prevention Program
- (11) Hazardous Materials Control Program
- (12) Lead Control Program
- (13) Lockout/Tagout Program
- (14) Mishap Investigation Program
- (15) Radiation Safety Program
- (16) Workplace Monitoring
- (17) Workplace Inspection Program
- (18) Recreational, Athletic and Home Program
- (19) Traffic Safety Program

n. Coordinate, provide and oversee safety education and training to maintain and increase individual and unit safety awareness.

o. Provide technical and safety knowledge to the Hazardous Materials Control and Management Coordinator. Coordinate with him, the staff and activity facilities manager to ensure effective program execution.

p. Monitor procurement, issue and maintenance of personal protective clothing and equipment.

q. Maintain effective oversight of subordinate NAVOSH program through implementation of annual management evaluations and effective continual liaison.

r. Provide periodic program analysis and status reports to the Commander and the Safety Officer.

s. Report all PID/MPD mishaps in accordance with OPNAVINST 5102.1 series and maintain appropriate logs of occupational injuries and illnesses for COMHELTACWINGPAC Staff.

t. Ensure the submission of required reports regarding staff civilian injury and illnesses.

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u. Monitor the COMHELTACWINGPAC Hazard Abatement Plan to ensure departments take action as required to correct deficiencies identified in safety inspections.

v. Monitor documentation of NAVOSH training by staff personnel.

w. Post, distribute, or utilize materials provided by NAS North Island NAVOSH Director as appropriate.

0210. AUTOMATED INFORMATION SYSTEMS BILLET DESCRIPTIONS

0210.1. AUTOMATED INFORMATION SYSTEMS DEPARTMENT HEAD (N6). The Wing Information Systems Officer shall be a Computer Specialist who minimally meets the technical qualifications as outlined in the National Computer Security Center (NCSC) publication TG-027 for the position of Information Security Officer or a person with a similar technical computer background. The Wing Information Systems Department Head reports directly to the Commander, Helicopter Tactical Wing U.S. Pacific Fleet (00) for Information Security (INFOSEC) matters. For all other matters with Wing Information Systems Department head reports to the Chief Staff Officer(01). The Wing Information Systems Department Head is appointed the Information Systems Security Manager (ISSM), Information System Security Officer(ISSO), Network Security Manager (NSM) and Network Security Officer(NSO) for all networks, computer hardware and software at Commander, Helicopter Tactical Wing U.S. Pacific Fleet(CHTWP). The Wing Information Systems Department Head shall:

a. Technically support and administer all internal and external information systems resources that are required by CHTWP personnel to perform the mission of the Wing. The Information Systems Officer is primarily responsible for designing, implementing, administering and supporting all internal information systems resources. Internal information systems resources include all software, computer and network resources physically located in CHTWP spaces or that which are used exclusively by CHTWP personnel. These information resources currently include the internal CHTWP Local Area Network (LAN), servers, client computers and over 30 separate software applications. The Information Systems Officer is required to jointly design, implement, administer and support all external information system resources used by CHTWP personnel. External information systems resources include all software, computer and network resources physically located outside CHTWP spaces or those which are shared with personnel from other commands. These external information systems resources include the Wide Area Network (WAN), servers and software applications that are physically located outside CHTWP spaces and that are shared by other commands.

b. Provide program management for all programs that effect the Staff or have Wing-wide impact such as network and

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computer upgrades, Y2K, SHARP, and IT-21 integration.

c. Provide technical guidance and advice to the Staff, and when required, Fleet personnel assigned to subordinate squadrons on matters concerning information systems.

d. Ensure that the computer and network security program requirements are met, including defining the security mode, specific security requirements, protocols and standards. Develop applicable computer and network security procedures.

e. Implement risk management programs defined by the Component Information Systems Security Manager (CISSM) or higher authority. Verify that the command risk assessment is performed and that threats and vulnerabilities are reviewed to evaluate risks properly.

f. Verify that appropriate security tests are conducted and that the results are documented.

g. Author and periodically review the command accreditation plan, and the re-accreditation activities for the Squadrons and Wing. Develop a schedule for the re-accreditation tasks under the direction of the DAA.

h. Assist in the site configuration management by reviewing proposed system changes and reviewing implemented systems modifications for adverse security impact.

i. Ensure that computer and network security is included in all contingency plans.

j. Provide the DAA with the certification package to show that the computer system satisfies the security specifications for the data it process, stores or transmits. Document and maintain the evidence contained in the command certification package.

k. Monitor computer personnel security procedures to ensure that they are being followed; coordinate and monitor initial and follow-up security training for computer and network support personnel.

l. Ensure all computers and networks are operated, used, maintained and disposed of in accordance with internal security policies and practices.

m. Ensure the computers and networks are accredited if it processes classified information.

n. Enforce security policies and safeguards on all personnel having access to computers or the network for which CHTWP has responsibility.

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o. Ensure that users and computer support personnel have the required security clearances, authorization and need-to-know; have been indoctrinated; and are familiar with internal security practices before granted access to any computers or the network.

p. Ensure that audit trails are reviewed periodically (e.g. weekly or daily). Also, that the audit records are achieved for future references, if required.

q. Initiate protective or corrective measures if security problems are discovered.

r. Report all security incidents per DOD 5200.1-R and Naval guidance to the DAA and the Fleet Information Warfare Center (FIWC) or Naval Criminal Investigate Service (NCIS) when an AIS is compromised.

s. Report the security status of the computer system as required by the DAA.

t. Periodically evaluate vulnerabilities to ascertain if additional safeguards are needed.

u. Maintain a plan for site security improvements and progress towards meeting the accreditation.

v. Implement Fleet Information Warfare Center's NAVCIRT Advisory's including managing Staff Virus defense program.

w. Read and draft unclassified official message traffic in an automated environment.

x. Communicate with senior, and subordinate commands as well as commercial companies in an unofficial unclassified automated environment.

y. Download unclassified information from official and unofficial web sites concerning automated information systems.

aa. Read and draft classified official message traffic in an automated environment.

bb. Communicate with senior and subordinate commands in an unofficial classified automated environment.

cc. Download unclassified information from official web sites concerning...(job specific/related information).

#### 0211. WING TRAINING DEPARTMENT BILLET DESCRIPTIONS

0211.1. WING TRAINING DEPARTMENT HEAD (N7). The Wing Training Officer shall be an Instructional Systems Specialist or a person with similar training background. The Wing Training Department Head reports directly to the Chief Staff Officer (CSO).

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The Wing Training Department Head shall:

a. Monitor NITRAS and CANTRAC reports for accuracy, completeness, and compliance with existing directives. Ensure reports contain adequate justification for changes and/or deletions, and accurately reflect MTRR requirements.

b. Review Master Course Reference File (MCRF) upon receipt to ensure accuracy of data input.

c. Maintain a current file of each training pipeline/track and course consisting of, but not limited to:

(1) Course Identification Number (CIN) code of each pipeline/course.

(2) Course Data Processing (CDP) code of each pipeline/course.

d. Review and evaluate the FRS/FRAC instructor evaluation process and records to ensure adherence to current instructions and conduct periodic evaluations per Wing instructions.

e. Review and evaluate MTIP lesson guides and question and answer banks to ensure compliance with accepted educational principles.

f. Exercise control of maintenance related training over assigned squadrons, recommending training requirements and methods to ensure optimum material readiness of squadrons. Coordinate, monitor, and obtain formal training as required by supported units.

g. Ensure the Maintenance Training Improvement Program (MTIP) is implemented and maintained in compliance with applicable directives in all supported units.

h. Monitor policies and procedures for the standardization of maintenance training units/Fleet Replacement Enlisted Skills Training (FREST) and training reports.

i. Monitor the effectiveness of FREST by reviewing quotas, selectively interviewing FREST students, and surveying squadrons to evaluate the quality and quantity of FREST graduates.

j. Ensure tailored training plans are developed and implemented upon request by any supported activity, or when deemed appropriate to rectify identified training deficiencies.

k. Ensure the coordinated efforts of Engineering Technical Services (ETS), Fleet Replacement Maintenance Personnel (FRAMP), Naval Aviation Maintenance Training Group (NAMTRAGRU),

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and Fleet Aviation Specialized Operational Training Group (FASOTRAGRU) personnel and other external resources are utilized to the maximum extent possible for remedial training of Wing units.

l. Monitor scheduling and utilization of school quotas under Wing cognizance.

m. Ensure the Maintenance Training Advisor is available for Wing squadron audits.

n. Initiate correspondence with other commands that addresses training requirements.

o. Administers the pilot/aircrew External Feedback Evaluation Program. Assess feedback data, monitors trends in data response, and makes recommendations to the FRS/FRAC program areas where training should be improved. Maintain a record (or database) of all individual surveys sent and received.

p. Supervise the Wing Master Training Specialist (MTS) Program. Ensure completion of all qualifications for MTS and conduct the Oral Board qualification.

q. Liaison with all contractors for HC-3 concerning training materials (group-paced and CBT).

r. Liaison with NETPDTC Pensacola for revising HC model manager Personnel Qualification Standards (PQS) applicable to the HC community.

0211.2. ASSISTANT MAINTENANCE TRAINING OFFICER (N71). The assistant training department head shall provide technical expertise in all matters on MTIP training in Wing units. The assistant training department head reports to the Wing Training Department Head. The Assistant Training Department Head shall:

a. Coordinate MTIP efforts in Wing units per applicable directives.

b. Develop training requirements with standardized syllabi and supporting lectures for Wing units.

c. Develop, tailored training plans upon request, or as directed.

d. Develop, update, and administer MTIP surveys.

e. Assist in scheduling of MTIP for assigned Wing units.

f. Assist in providing appropriate guidance and direction to Wing units in implementation, administration, and evaluation of MTIP, ensuring all requirements are satisfied.

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- g. Review and evaluate MTIP lesson guides to ensure compliance with accepted educational principles.
- h. Host annual meeting with supported activities to review syllabi, lesson guides, and MTIP tests for currency and accuracy.
- h. Provide supported units with MTIP reports.
- i. Perform training program inspections on supported units.
- j. Develop supplemental lesson guides to support aircraft or equipment not covered by MTIP.
- k. Provide assistance to NAMTRAGRU for development of MTIP data banks.
- l. In conjunction with NAMTRAGRU, standardize and coordinate program parameters, report requirements, and data usage.
- m. Ensure training support materials for deploying units are available.

0211.3. MAINTENANCE TRAINING IMPROVEMENT PROGRAM (MTIP) SPECIALIST (N72/N73). The MTIP specialist shall provide technical expertise in all matters of MTIP training in Wing units. The MTIP specialist reports to the Aircraft Maintenance Training Officer. The MTIP specialist shall:

- a. Coordinate MTIP efforts in wing units in accordance with applicable directives.
- b. Develop tailored training plans upon request, or as directed.
- c. Develop, update and administer MTIP surveys.
- d. Assist in scheduling of MTIP to wing units.
- e. Assist in providing appropriate guidance and direction to Wing units in implementation, administration and evaluation of MTIP, ensuring all requirements are satisfied.

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CHAPTER 3

COLLATERAL DUTIES/COUNCILS/COMMITTEES AND BOARDS

0301. GENERAL. Staff collateral duties of either a temporary or continuing nature, will be assigned by the Chief Staff Officer. Collateral duty assignments will be published by a COMHELTACWINGPAC Notice.

0302. SENIOR WATCH OFFICER (SWO). Directly responsible to the Commander through the Chief Staff Officer for the proper functioning of the staff during non-working hours. The SWO is responsible for assigning and training staff officers and Chief Petty Officers as Command Duty Officers.

0302.1. COMMAND DUTY OFFICER (CDO)

a. The CDO is responsible to the Commander and the Chief Staff Officer via the Senior Watch Officer and shall function as a point of contact for the Commander and staff members during non-working hours. The CSO shall take or initiate such action as necessary to ensure matters of concern to the Commander which develop during non-working hours are properly resolved. Additionally, the CDO shall:

(1) Relieve the watch at 0730 on Monday, unless otherwise specified.

(2) Be familiar with the contents of the Duty Officer's Book, Pass Down Log, and various alert conditions.

(3) Check out with the Commander prior to departing each workday. The CDO shall check out with the Commander, contact the designated duty squadron, and ensure call forwarding has been set. The designated duty squadron shall have the CDO's beeper number.

(4) Be responsible for ensuring all classified material is properly stowed, all nonessential electrical equipment is secured, and all spaces are locked.

(5) Ascertain the Commander's weekend or holiday schedule/location from the Chief Staff Officer or Administrative Officer prior to departing on Friday, or the day preceeding a holiday.

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(6) Ensure after-hours occurrences of a priority nature are conveyed to the Chief Staff Officer and/or Commander, preferably in that order, by telephone or other means. If in doubt, make the contact, particularly if the item is perishable or likely to be of interest to the media or seniors.

(7) Prior to departing each workday, the ACDO shall ensure call forwarding of duty phone to duty squadron has been set and check out with the CDO. Complete rounds and lock up all HELTACWINGPAC spaces, ensuring all classified material is locked up, electrical equipment is shut off, and spaces are secured or locked.

(8) On non-workdays, download, screen, and disseminate message traffic.

0302.2. ASSISTANT COMMAND DUTY OFFICER (ACDO)

a. The ACDO is responsible to the Commander and Chief Staff Officer via the CDO and Senior Watch Officer. The ACDO shall report to the CDO and shall:

(1) Relieve the watch at 0730 on Monday, unless otherwise specified.

(2) Act as Command Duty Driver.

(3) Perform other duties as directed by CDO.

0303. COMMAND SECURITY MANAGER. Designated in writing and is responsible for the control of classified material within the command, administration of a security education program and maintenance of personnel security clearances. The Security Manager reports to the Commander. The Security Manager will be assisted by the Classified Material Control Officer, Personnel Security Officer, the Information Systems Security Officer, and the Physical Security Officer. These duties are outlined in COMHELTACWINGPACINST 5510.1.

0303.1. ASSISTANT COMMAND SECURITY MANAGER. Designated in writing and responsible for accounting and control of all classified information, paper and non-paper forms, as well as personnel security of the Wing. The Classified Material Control Officer is a Security Assistant and reports to the Security Manager.

0303.2. DEPARTMENT SECURITY COORDINATORS. Responsible for the control of classified material within their department. Reports to the Security Manager on matters of security. Duties are outlined in COMHELTACWINGPACINST 5510.1.

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0303.3. PHYSICAL SECURITY OFFICER. Designated in writing and responsible for physical security of assigned spaces. Reports to the Security Manager. Duties are outlined in COMHELTACWINGPACINST 5530 series.

0303.4. INFORMATION SYSTEMS SECURITY MANAGER. Designated in writing and responsible for physical security of Information Systems throughout the Wing. Reports to the Security Manager. Duties are outlined in COMHELTACWINGPACINST 5239.1.

0303.5. CLASSIFIED MATERIAL CONTROL YEOMAN. Accounts for classified material received or originated by staff personnel. Ensures the provisions of OPNAVINST 5510.1 and COMHELTACWINGPACINST 5510.1 are adhered to.

0304. PERSONNEL/MANPOWER OFFICER

a. The Wing Personnel and Manpower Supervisor is responsible for the planning, coordinating, and supervising of all officer and enlisted personnel administrative matters within COMHELTACWINGPAC. The Personnel/ Manpower supervisor shall:

(1) Serve as advisor to the Commander on all personnel matters within the HELTACWINGPAC community.

(2) Assist subordinate commands with personnel problems, coordinating the resolution of such problems with higher levels of authority.

(3) Assist in formulating personnel policies, requirements, and procedures.

(4) Provide personnel readiness/status briefing to the Commander when required.

(5) Coordinate/levy all TAD manpower requirements and similar requirements within COMHELTACWINGPAC.

(6) Coordinate all manpower surveys/task analysis within COMHELTACWINGPAC by other commands/higher authority.

(7) Coordinate Quality Improvement Visits to subordinate commands.

(8) Act upon all correspondence, messages, etc., regarding manpower change requests, class A/C school quota requests, and other personnel matters, prepare necessary replies and/or endorsements to higher authority.

COMHELTACWINGPACINST 5400.1B

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0305. LEGAL/DISCIPLINE OFFICER

a. Responsible for providing information and recommendations on legal matters based on current directives/policies, and for assisting squadron Legal Officers as necessary. Reports to the Administrative Officer on all legal/discipline matters and shall:

(1) Maintain a library of applicable manuals/directives.

(2) Provide legal information/service to staff personnel and all subordinate commands.

(3) Review and provide recommendations for COMHELTACWINGPAC endorsements of squadron JAG investigations.

(4) Act as liaison between squadron legal officers and COMNAVAIRPAC legal offices.

(5) Advise the Commander on legal matters.

0306. CIVILIAN PERSONNEL (CIVPERS) PROGRAM MANAGER

a. Responsible for all aspects of the civilian personnel for the Wing staff. Reports to the CSO and shall:

(1) Manage CIVPERS positions within the Wing.

(2) Coordinate with CCPO Norfolk and COMHELWINGLANT to ensure compliance with the program.

(3) Work with MWR to obtain Civilian Recreational funds.

(4) Ensure completion of Civilian Performance Appraisals (PAs); annual, semi-annual progress review, and closeout.

(5) Monitor required training for staff CIVPERS.

(6) Ensure all supervisors of CIVPERS are properly trained.

(7) Sign all CIVPERS time cards and hold accountable for hour inputs.

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0307. CASUALTY ASSISTANCE CALLS OFFICER (CACO)

a. Responsible for providing information and guidance to the next of kin (NOK) in the case of death/serious illness of a service member. Reports to the CSO in the case of any casualties. Coordinates with the administrative officer to complete all necessary paperwork. The CACO shall:

(1) Through personal visits, provide NOK circumstances of the incident.

(2) Through personal visits, provide NOK guidance/information on following Navy procedures:

- (a) Gratuity/benefits.
- (b) Financial benefits.
- (c) Funeral/Memorial Service.
- (d) Transportation arrangements.
- (e) Shipment of personal goods.
- (f) Investigation processes.

(3) Ensure appropriate reports are completed properly and on time.

0308. STAFF TRAINING OFFICER

a. Responsible for the effective operation of the General Military Training (GMT) Program for staff personnel and shall:

(1) Implement and administer the GMT Program. The GMT Program should be designed to disseminate information to all members and to nurture an awareness of benefits, responsibilities, leadership, and other topics pertaining to Navy policy and operation. Specifically, ensure topics are presented as required by OPNAVINST 1500.22. Ensure GMT is conducted quarterly at a minimum.

(2) Maintain appropriate records of attendance and lecture information. Each department maintains training records for all personnel within their department.

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(3) Be designated as the primary custodian for the FASOTRAGRUPAC Aviation Training Aids Library.

0309. MAIL CONTROL OFFICER. Responsible for ensuring all incoming/outgoing mail is handled per the guidelines found in COMHELTACWINGPACINST 5112.1.

0310. PUBLIC AFFAIRS (PAO)

a. Assists the Commander in providing current and reliable information to staff personnel, assigned squadrons, and families in maintaining an awareness of Navy missions, policies and plans, and maintaining a sense of dedication to duty, country, pride in service, and interest in a Navy career. PAO reports to the CSO and shall:

(1) Maintain library of reference materials.

(2) Keep staff and assigned personnel informed of service wide activities and news, career information, items of interest in entertainment, special events, and achievements within the Wing.

(3) Facilitate and enhance communication between the Commander, staff, assigned squadrons and external public by means of Captain's Call and publication of articles for newspapers, Soundings, aviation magazines, etc.

(4) Lend support through involvement with Family Services Center in providing information to newly reporting personnel, service members, and their families.

(5) Coordinate the dissemination of information of all programs that are either being planned, or carried out by the Navy to improve the quality of Navy life, promote morale and esprit de corps, and assist in the retention of personnel.

(6) Photograph staff ceremonies, functions, and maintain staff roster board pictures.

(7) Promote community relations by coordinating with the squadrons for tours and helo static displays for various civic groups.

(8) Initiate official releases and other forms of media to promote newsworthy unclassified incidents and activities that are of interest to the general public.

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(9) Attend PAO seminars, conferences, and symposiums as required.

(10) Confer with squadron PAOs and NASNI PAO for administrative/scheduling matters.

(11) Maintain command historical file and submit annual command history.

0311. EDUCATIONAL SERVICES OFFICER (ESO)

a. Provides educational assistance and information on voluntary education programs. Enhance the personal and professional development of Navy personnel and encourage service members to participate in voluntary education programs.

b. Enhance the personal and professional development of Navy personnel by providing rate training courses, information on off-duty educational courses, and coordinating training lectures.

c. Ensure education program information and material are available to service members.

d. Ensure service members' eligibility for advancement in TIR/SIPG is correct. Coordinate with Command Career Counselor.

e. Ensure reported educational achievements are reported to PSD and entered in service members' records.

f. Ensure the organization of the Professional Development Board for personnel who desire to request special duty assignments/programs, officer accession programs, or those who fail to achieve promotion.

g. Encourage the personal goals of Navy personnel in obtaining a higher degree or level of education.

h. Ensure all newly assigned personnel are referred to a Navy Campus officer when applicable and encourage participation of personnel in off-duty education programs.

i. Participate in workshops conducted by Navy Campus staff for ESOs.

j. Provide administrative support to staff/squadrons to enhance the voluntary education program.

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k. Conduct periodic educational needs assessments for the Wing.

l. Maintain liaison with the Navy Campus staff.

0312. FIRST LIEUTENANT

a. Duties as First Lieutenant are normally assigned on a collateral duty basis. The First Lieutenant will report to the Administrative Officer and shall:

(1) Be responsible for the material condition of all spaces and equipment assigned to the Staff Headquarters and shall ensure that the appearance of these spaces is exemplary.

(2) Conduct a weekly inspection of the headquarters spaces and take appropriate action on all discrepancies noted.

(3) Act as Staff Transportation Officer, maintaining responsibility over assigned vehicles except for transportation assigned for the personal use of the Commander.

(4) Be responsible for Staff personnel parking assignments.

(5) Be responsible for the training of all Staff personnel designated as drivers.

0313. DRUG AND ALCOHOL PROGRAM ADVISOR (DAPA)

a. The DAPA is the command representative responsible to the Commander for implementing the Navy Drug and Alcohol Program (NADAP). The DAPA shall:

(1) Conduct on board administrative screening as directed by COMHELTACWINGPAC.

(2) Coordinate or assist in conducting command awareness education concerning drugs and alcohol.

(3) Assist in monitoring aftercare when required.

(4) Serves as the Staff's self-referral agent for alcohol and drug abuse.

0314. COMMAND MANAGED EQUAL OPPORTUNITY PROGRAM MANAGER

a. Will be assigned as a collateral duty. The CMEOP shall:

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(1) Brief the Commander on DOD and Navy equal opportunity policy.

(2) Conduct assist visits of subordinate commands as requested.

(3) Investigate or aid in the investigation of and monitor all alleged discrimination complaints.

(4) Facilitate the Command Training Team and the Command Assessment Team Training.

(5) Assist subordinate commands in planning, scheduling, and preparation of equal opportunity training as requested.

0315. NAVY RELIEF DRIVE COORDINATOR. Assigned on a rotating basis to staff personnel who will coordinate and conduct Wing fund drives as directed by higher authority. The Chief Staff Officer will verbally appoint a coordinator to represent the Wing.

0316. COMBINED FEDERAL CAMPAIGN COORDINATOR. Assigned on a rotating basis to staff personnel who will coordinate and conduct Wing fund drives as directed by higher authority. The Chief Staff Officer will verbally appoint a coordinator to represent the Wing.

0317. COMMAND FITNESS COORDINATOR. Coordinates and monitors staff physical fitness as directed in OPNAVINST 6110.1.

0318. URINALYSIS COORDINATOR. Conducts and controls staff urinalysis testing per COMHELTACWINGPACINST 5350.1.

0319. SURVEY OFFICER. Appointed in writing to conduct a survey when personal responsibility is suspected for lost government property. This individual will not be responsible for the property being surveyed.

0320. RESOURCE CONSERVATION AND RECOVERY PROGRAM MANAGER. Ensures compliance with Chapter 7, OPNAVINST 5090.1.

0321. PLANT PROPERTY MANAGER. Responsible for supervising the overall operation of the Collateral Equipment Program and maintaining accountability records for all furnished equipment by conducting inventories annually, upon relief, and as directed by the Maintenance Officer. Reports to the CSO.

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0322. MANAGEMENT CONTROL PROGRAM COORDINATOR

a. Ensures internal controls in the Wing are operating and are reasonably effective to prevent fraud, waste, loss, unauthorized use, abuse, or misappropriation of government resources. Reports to the CSO and shall:

(1) Coordinate the effort to design, document, and operate management control systems.

(2) Provide assurance that objectives and standards of management are met and periodically reviewed.

0323. FOD/TFOA PROGRAM MANAGER

a. Ensures the FOD/TFOA program is working and monitors the FOD Prevention Program as required by OPNAVINST 4790.2 and COMNAVAIRLANTINST 4730.16. Reports to the Maintenance Officer and shall:

(1) Submit bi-annual FOD reports.

(2) Track squadrons' FOD/TFOA effort by spot-checking hangar areas, ramps, flight line areas, dumpsters, and shop spaces to ensure cleanliness.

(3) Be assigned as a permanent member of the FOD Prevention and Inspection Team.

0324. VIBRATION ANALYSIS PROGRAM COORDINATOR. Responsible for ensuring the program is working throughout the Wing and monitors the program as required by COMHELTACWINGPACINST 13021.1. Reports to the Maintenance Officer.

0325. CORROSION CONTROL PROGRAM COORDINATOR. Monitors the Corrosion Control Program as required by OPNAVINST 4790.2 and COMNAVAIRLANT 4750.2.

0326. HYDRAULIC CONTAMINATION CONTROL COORDINATOR. Monitors the Hydraulic Contamination Control Program as required OPNAVINST 4790.2 and COMNAVAIRLANTINST 4790.11.

0327. AIRCRAFT TIRE AND WHEEL MAINTENANCE SAFETY PROGRAM COORDINATOR. Monitors the Aircraft Tire and Wheel Maintenance Safety Program as required by OPNAVINST 4790.2 and COMNAVAIRLANTINST 5100.28.

0328. AIRCRAFT NONDESTRUCTIVE INSPECTION PROGRAM COORDINATOR. Monitors the Aircraft Nondestructive Inspection Program as required by OPNAVINST 4790.2.

0329. AIRCRAFT ELECTROSTATIC DISCHARGE PROGRAM COORDINATOR. Monitors the Aircraft Electrostatic Discharge Program as required by COMNAVAIRLANTINST 4790.2.

0330. NAVAL AVIATION MAINTENANCE DISCREPANCY REPORTING PROGRAM COORDINATOR. Monitors the Naval Aviation Maintenance Discrepancy Reporting Program as required by COMNAVAIRLANTINST 4790.2.

0331. AIRCRAFT WEIGHT AND BALANCE OFFICER. Monitors the Aircraft Weight and Balance Program as required by OPNAVINST 4790.2.

0332. BENEFICIAL SUGGESTIONS COORDINATOR. Reviews and coordinates the Beneficial Suggestions Program by researching and making recommendations on all suggestions submitted for payment. Reports to the Maintenance Officer.

0333. OPERATIONS SECURITY (OPSEC) OFFICER. Ensures staff personnel and assigned units maintain Operations Security programs and chairs Wing staff quarterly OPSEC control group per CINCLANTFLT/CINCUSNAVEURINST 3070.1A. Reports to the Command Security Manager.

0334. COUNCILS, COMMITTEES, AND BOARDS. Assigned as necessary, the basic functions of the Wing councils, committees, and boards resolve those problems that are within their purview and resources. The result of all council, committee, and board meetings, along with matters which are beyond the scope of the council, committee or board, will be reported to the Commander.

0334.1. COMMAND ASSESSMENT TEAM. The team will consist of members from staff departments. The Chairman will be the CSO. Meetings shall be held quarterly, or more frequently at the discretion of the Chairman. The team shall be responsible for required command assessments.

0334.2. SAFETY COUNCIL. Council members are the Wing Safety Officer (Chairman), Wing Flight Surgeon, and the Safety Officers of assigned units. The Safety Officers of associated helicopter squadrons are invited to attend council meetings. Meetings shall be held quarterly, or more frequently if required, and at the discretion of the Chairman.

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0334.3. RETENTION COMMITTEE. Committee members will consist of the Wing Career Counselor (Chairman), and the career counselors of assigned units. Meetings shall be held monthly, or more frequently if required, and at the discretion of the Chairman.

0334.4. PHYSICAL SECURITY REVIEW COMMITTEE. Committee members shall consist of the Wing Physical Security Officer (Chairman), Department Heads, Supply Officer, and Chief Staff Officer. Meetings shall be held quarterly.

0334.5. OPSEC CONTROL GROUP. Board members are the wing OPSEC Officer (Chairman), Department Heads, and Chief Staff Officer which convenes quarterly.

0334.6. PLANNING BOARD FOR TRAINING. Consists of CSO, Department Heads, CMC, and Staff Training Officer. Meetings are held monthly to generate updated command training schedules.

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CHAPTER 4MILITARY PERSONNEL MATTERS

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CHAPTER 4

MILITARY PERSONNEL MATTERS

0401. NORMAL WORKING HOURS

a. The command workday is from 0730-1600.

b. The above working hours are established for the conduct of normal command work. All personnel will ensure prompt completion of time sensitive actions outside of normal working hours when necessary.

0401.1. STAFF PERSONNEL. All staff personnel shall be subject to the regulations and routine of the Commanding Officer, Naval Air Station, North Island, while aboard the station.

0401.2. DELEGATION OF AUTHORITY. All policies, basic decisions and basic plans will be approved by the Commander before they are promulgated or are made the basis for operational decisions or orders. Once the Commander approves specific decisions or basic plans and orders, or establishes a policy, the Chief Staff Officer is authorized to issue, in the name of the Commander, such orders as may be necessary to carry out the will and intention of the Commander.

0402. GENERAL LEAVE, LIBERTY POLICY

a. COMHELTACWINGPAC personnel will be granted leave to the maximum extent possible, within service's need.

(1) All Staff personnel and HELTACWINGPAC commands will use enclosure (1) when requesting leave. Per ALSAFE 039/96, questions are designed to assess behavior factors and indicators related to human error mishaps. Anyone answering "yes" to more than half the total questions is a candidate for supervisory intervention and counseling. To ensure the questions are correctly answered, the next cognizant officer in the chain of command will review and discuss inconsistencies with the individual.

(2) Each individual on leave or liberty will be personally responsible to ensure prompt return to the Wing upon expiration of leave. Individuals will have sufficient funds to defray all expenses, including round trip transportation. It is the members' responsibility to remain informed of transportation schedules and weather conditions throughout the leave period and make sufficient allowances for normal delays.

(3) Requests for extension of leave will normally be considered for emergency reasons only. If it is necessary to request an extension the member must communicate with the Department Head by telephone or telegram. When serious illness or injury occur while on leave and require medical attention or hospitalization, the member will report the facts to the Commander, Helicopter Tactical Wing, U.S. Pacific Fleet or the nearest military command/unit. Examples of appropriate military commands to contact include recruiting stations, Naval Air Stations, Air Force Bases, Reserve Training Command/Unit, etc.

0402.1. ABSENCE OF STAFF OFFICERS

a. When a member of the Staff is to be absent for an extended period, his duties shall be taken over by the officer next senior, or by the officer designated as his relief for any matters requiring action. The departing officer will ensure that his relief has sufficient information or instructions to take any necessary actions.

(1) Leave will normally be granted as a matter of routine when requested for periods up to and including fifteen days.

(2) Department Heads will be guided by CINCPACFLT regulations and COMNAVAIRPAC instructions, which provide that shore activities, in granting leave, shall retain sufficient personnel on board to handle emergencies and to continue functions.

(3) All leave requests are to be submitted via the department heads and for approval/disapproval by the Chief Staff Officer. The Admin office shall verify the leave balance.

0402.2. LEAVE AND LIBERTY POLICY FOR STAFF ENLISTED PERSONNEL

a. The leave policy for all enlisted personnel assigned to the Staff will be administered by their respective Department Heads.

b. Officers authorized to grant leave shall establish and regulate schedules to provide for maximum use of earned leave consistent with operational and training workloads.

c. Department Heads are authorized by the Commodore to grant assigned enlisted personnel leave for earned leave plus 15 days advance leave not to exceed 30 days. The Chief Staff

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Officer must approve leave in excess of 30 days. Annual leave requests shall be submitted to their Department Head as far in advance as possible.

0402.3. REGULAR LEAVE PROCEDURES

a. Personnel desiring leave will fill out the top half of a NAVCOMPT Form 3065 (3 Parts), Leave Request/Authorization and enclosure (1) then route through the appropriate Chain of Command. Upon approval, he/she must return the form to the Administrative Office where a Leave Authorization Number will be annotated in Block 2. A Leave Form without a Leave Authorization Number is invalid.

b. Leave papers for officers and enlisted personnel will be available in ADMIN on the day of departure. When leave starts on a weekend, leave papers will be provided to the member the last working day prior to the commencement of leave.

c. A member may depart on leave anytime on or after that time specified on his/her Leave Form. Commencing leave before or during his/her normal workday will cause that day to count as a day of leave. Commencing leave after his/her normal workday or anytime on a non-working day (as noted in Block 16 of the Leave Form) will cause that day to be counted as a day of duty.

d. When both the day of departure on leave and day of return from leave are non-working days, one of the non-work days will be counted as a day of leave as per BUPERS Washington DC 030911Z Mar 93.

0402.4. LEAVE EXTENSION PROCEDURES. Requests for extensions of leave may be granted by appropriate approving authority or the Command Duty Officer (CDO) (after concurrence of the individual's department head), including requests from personnel arriving on PCS orders. After approval, notify the Administrative Office to update the leave record.

0402.5. LEAVE CHECK-OUT/CHECK-IN PROCEDURES. All staff members may check-in and check-out with Admin by telephone during normal working hours departing on or returning from leave. After hours check-out/check-in will be done by telephone with the CDO or with HC-3 Duty Office.

0402.6. EMERGENCY LEAVE REQUEST. Requests for emergency leave or extensions of leave based on an emergency must normally be verified by the American Red Cross before approval can be given. In order to expedite action on extensions, the verification should accompany the request. Upon verification by the American

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Red Cross, emergency leave normally will be approved provided the individual has enough obligated service remaining to accrue the amount of leave involved. When the command is notified of the existence of an emergency, emergency leave will be granted in compliance with the MILPERSMAN.

0402.7. LIBERTY

a. Liberty is defined as the authorized absence of an individual from duty that is not charged as leave. Liberty will not be taken in conjunction with leave or used to extend leave periods. Liberty is an instrument of command management and may be granted by the Commodore for periods of 96 hours or less, under the guidelines of the NAVMILPERSMAN and as amplified below.

(1) Regular liberty is routinely granted for short periods, such as the end of working hours on one day to commencement of working hours on the following day. On weekends, liberty is normally authorized from the end of working hours on Friday to commencement of working hours on Monday.

(2) Special liberty may be granted outside of regular liberty periods and includes liberty during working hours and liberty granted to personnel of the duty section. Personnel in a duty status must secure a qualified relief on an "exchange of duty" basis prior to being granted special liberty and have the section leaders approval. Department Heads are authorized to grant up to 24 hours special liberty.

0403. APPEARANCE

0403.1. UNIFORMS. The uniform of the day and uniform for leave and liberty will conform to that prescribed by the Commander, Naval Base, San Diego. Deviation from this policy may be directed by the Chief Staff Officer for honors, ceremonies, and functions scheduled by the Commodore. Dungarees are authorized when designated.

0403.2. COMMAND BALL CAPS. Not authorized for wear off station.

0403.3. LIBERTY UNIFORM. The liberty uniform will be the prescribed uniform of the day or appropriate civilian attire.

0403.4. CIVILIAN CLOTHING. When civilian clothing is worn, naval personnel shall ensure that individual dress and personal appearance are appropriate for the occasion and will not tend to

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bring discredit upon the naval service. Civilian clothing will not be worn while in a duty status unless specifically authorized.

0404. PERSONAL GROOMING. All personnel assigned to the command are expected to set an exemplary standard of personal grooming and will take continuing positive action to ensure that these standards are maintained. Grooming standards for both men and women shall be in accordance with NAVPERS 15665H (Navy Uniform Regulations).

0405. FITNESS REPORTS/ENLISTED EVALUATIONS

a. BUPERSINST 1610.1 prescribes in detail, the proper preparation of the fitness reports. Reporting senior authority for signing FITREPS/Evals is contained CHTWPNOTE 1301. The following schedule is guidance for the preparation and processing of fitness reports:

(1) Fifteen days prior to submission date: member submits written input (not draft of the report) per BUPERSINST 1610.10 to their immediate supervisor.

(2) Five days prior to submission date: Department Head rough is forwarded to Chief Staff Officer.

(3) Periodic counseling will be conducted per BUPERSINST 1610.10.

0406. GENERAL MILITARY TRAINING

a. (OPNAVINST 1500.22D) outlines the general military training program and provides a command guide for indoctrination of military personnel.

b. The Staff Training Officer will schedule General Military Training using OPNAVINST 1500.22D to ensure that the required topics are covered on a twenty-four month cycle. GMT will be promulgated by the command training schedule.

c. Record keeping must be accurate and complete. A report will be submitted to the Chief Staff Officer for each training session.

d. Department Heads shall ensure that officer and enlisted personnel of their respective departments attend General Military Training sessions.

0408. EXTRA MILITARY INSTRUCTION (EMI)

a. The following personnel are delegated the authority to assign EMI after normal working hours. The EMI must be related to the identified deficiency.

- (1) Chief Staff Officer
- (2) Department Heads
- (3) Command Master Chief
- (4) Department Leading Chief Petty Officers

b. All EMI should be reported to the Legal Officer.

0409. STAFF RECREATIONAL MESSES

a. The authorized recreational messes are: Petty Officer's Mess, designated for all E-4 - E-6 petty officers and civilians GS-9 and below who choose to participate; Chief's Mess, designated for all Chief Petty Officers; Officer's Mess, designated for all officers and civilians GS-11 and above who choose to participate; and an "All Hands" or Staff Mess, designated for all members of the staff including civilians. These messes are meant to be used to enhance the morale and recreation of the staff as well as to further the time honored traditions of the Navy. The following are the minimum guidelines for the management and auditing of all messes:

(1) A Staff Recreational Council will be established for the purpose of programming expenditures of allotted staff recreational mess funds. In view of the small number of personnel attached, an "All Hands" forum to plan expenditures is normally convened on an as needed basis.

(2) CHTWP messes will be set up only with the express written permission of the Commander. All messes will submit financial reports on a quarterly basis or upon turnover of the respective mess treasurer. All messes will promulgate by-laws governing the operation of the mess defining the responsibilities and authority of the officers and members of the mess. These by-laws shall be made available to all members of the mess.

0409.1. MESS TREASURERS

a. Responsible for submitting an interim Financial Statement, which shall be completed as of the last day of each quarter and shall be forwarded to the Commander, Helicopter Wing via the Chief Staff Officer. The report can be generated using the Quicken Program or generated manually following the format of

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enclosure (2). The report must include at a minimum:

(1) Record of Income -- Documents/receipts supporting sales proceeds. Close out transactions in income accounts and reconcile the income activity to the supporting records (Balanced books).

(2) Record of Expenses -- Documents to support authorized cash or check disbursements for purchases from the Navy exchange or other suppliers. Payments should be closed at the end of each month and reconciled to proper supporting records. Significant discrepancies should be reported promptly for appropriate management attention.

(3) Current Net Worth -- (Cash) brought forward at the beginning of the period.

(4) General Checking Account -- Report the amount of ARO non-appropriated funds deposited in a regular or special bank checking account per local records as of the last day of the reporting period.

(5) General Savings Account -- (if applicable) same as above.

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\*\*\* SAMPLE \*\*\*

From: Rank/Rate Name, Mess Title, Name of Mess  
To: Commander  
Via: Chief Staff Officer

SUBJ: QUARTERLY (NAME OF SUBJECT MESS) FINANCIAL REPORT FOR THE  
PERIOD OF 01 OCT 95 - 31 DEC 95

1. Previous Net Worth (Funds Brought Forward from Beginning of Period):
  2. Record Sales Receipts:
  3. Record Cash Receipt/Transactions:
  4. Total Cash/Receipts (add lines 2 & 3):
  5. Purchases/Expenditures:
  6. Operating Supplies/Equipment Expense:
  7. Total Expenditures (add lines 5 & 6):
  8. Current Net Worth (add lines 1 & 4, minus line 7):
  9. General Checking Account:
  10. General Savings Account:
  11. Undeposited Checks/Cash on Hand:
  12. Total Net Worth Carried Forward:  
(lines 9 + 10 + 11 + 12 Must Equal the Figure on Line 8)
- 

## CERTIFICATION

I certify that the Mess Financial Statement is correct and that there are no unreported receipts or expenditures.

\_\_\_\_\_  
Mess Treasurer

\_\_\_\_\_  
Date

I duly detailed have audited the Mess Financial Statement. I certify that it accurately represents the condition of the Mess and that all disbursements are in accordance with existing regulations/by-laws. Conditions are satisfactory except as noted below (if no there are no discrepancies annotate it as such):

\_\_\_\_\_  
Auditor Board Member

\_\_\_\_\_  
Date

APPROVED

\_\_\_\_\_  
Commander/CSO

\_\_\_\_\_  
Date

Auditor Comments:

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CHAPTER 5INTERNAL AFFAIRS

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CHAPTER 5

INTERNAL AFFAIRS

0501. STANDARDS OF CONDUCT

a. Purpose. To prescribe required standards of ethical conduct governing staff personnel and to promulgate procedures for monitoring, enforcing, and resolving violations of standards of conduct.

b. Background. Standards of conduct for naval personnel have been established by the President and apply to all personnel in the naval service. Regulations as prescribed in SECNAVINST 5370.2 and this instruction are a general order upon which disciplinary or punitive proceedings may be based.

c. Regulations Governing the Conduct of Naval Personnel

(1) Affiliation and financial interest. Staff members and their dependents shall not engage in any professional activity or maintain a financial interest which places the member in a position of conflict between their private interests and official duties.

(2) Using "inside" information. Staff personnel shall not use information obtained as a result of their military duties to further a private gain unless the information is generally available to the public.

(3) Using Naval position. Staff personnel are prohibited from using their rank, title or position in connection with any commercial enterprise or in publicly endorsing any commercial product.

(4) Gratuities. Staff personnel, their spouses, minor children, and dependent members of their household shall not seek or accept gifts for themselves, or members of their family, from or on behalf of any individual or company engaged in, or seeking, business of any sort from any Department of Defense component.

(5) Prohibition of contributions or presents to superiors. Staff personnel shall not solicit contributions for a gift to superiors, make a donation or gift to superiors, or accept a gift or donation from service members who are junior in rank or subordinate to themselves except when gifts are a voluntary contribution on special occasions such as marriage, illness,

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voluntary contribution on special occasions such as marriage, illness, transfer or retirement, provided it is of a reasonable value.

(6) Solicitations from juniors. Staff personnel are prohibited from making personal commercial solicitations from personnel who are junior in rank.

(7) Outside employment. Staff personnel shall not engage in any outside employment which can reasonably be expected to:

(a) Bring discredit upon the Naval Service.

(b) Interfere with official duties.

(c) Involve any conflict of interest.

(8) Gambling, betting and lotteries. Gambling by staff personnel on government property or while on duty is prohibited except when specifically allowed by the Secretary of the Navy.

(9) Indebtedness. Staff personnel shall pay their just debts or financial obligations in a timely manner.

(10) Equal Opportunity. Staff personnel shall scrupulously adhere to the Department of Defense program of equal opportunity in regards to race, color, religion, sex, age or national origin.

(11) Use of government property. Staff personnel shall not use, take, or dispose of government property or facilities for other than officially approved purposes.

(12) Receipts in connection with official travel. Except as provided in SECNAVINST 5370.2, staff personnel shall not accept accommodations, services or personal reimbursement for expenses from any other source incident to official travel unless specifically authorized by the Commander.

(13) Speaking, lecturing, writing and appearing as an expert witness. Except as provided in SECNAVINST 5370.2, staff personnel shall not accept fees, reimbursements, or honoraria for speaking, lecturing, writing, or for appearing as an expert witness.

a. Resolving Violations. The resolution of standards of conduct violations shall be accomplished by carrying out

measures, such as removing conflicting interests, disqualification for particular assignments, changes in assigned duties, disciplinary action, or termination of duty, etc. Steps of action are as follows:

(1) All staff personnel shall avoid any action, which might result in or reasonably be expected to give the appearance of:

- (a) Using military stations for private gain.
- (b) Giving preferential treatment to any person.
- (c) Impeding government efficiency or economy.
- (d) Losing independence or impartiality in the performance of official duties.
- (e) Making a military decision outside official channels.
- (f) Adversely affecting the confidence of the public in the integrity of the government.

(2) Any person who finds himself in a position of conflict of interest shall consult the Staff Legal Officer to ensure proper and lawful conduct of naval programs and activities.

(3) Any person having information which causes them to believe that other personnel have violated a standard of conduct imposed by this instruction, shall bring the matter to the attention of the Chief Staff Officer. The matter thereafter shall be brought to the attention of the person concerned for possible resolution without further command action. If the Commander determines that such actions are not likely to remedy the problem or will adversely affect a proper investigation, the matter may be turned over to the Navy Legal Service Office.

(4) Per SECNAVINST 5370.2, the Staff Legal Officer shall annually review all staff billets/positions to determine the need for filing DD FORM 1555. The Legal Officer shall ensure all personnel who are requested to submit statements, do so in a timely manner, and that such statements are promptly and carefully reviewed.

(5) All military and civilian personnel in the Department of the Navy have a responsibility for maintaining high standards of honesty, integrity, impartiality, and conduct to

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assure proper performance of business and maintenance of public trust. Sexual harassment violates those standards, especially with regard to principles of equal opportunity.

(6) Sexual harassment is unacceptable conduct; it undermines the integrity of the employment relationship, debilitates morale, and interferes with the work productivity of an organization. Sexual harassment will not be tolerated at any level. Substantiated acts of sexual harassment shall result in corrective administrative or disciplinary action.

0501.1. SPECIAL REQUEST PROCEDURES

a. The processing of enlisted special requests requires timely action via the chain of command. As a goal, it is expected that final action on each request submitted will be completed within a seventy-two hour period commencing when the special request is presented to the requestor's immediate supervisor. It is understood, however, that the nature of the request may dictate additional time for research (i.e., applications for special programs).

b. The following procedures are established:

(1) Special requests will be submitted on NAVPERS form 1336/3 in triplicate.

(2) Each naval member on the Staff has the right to communicate with the Chief Staff Officer and Commander by requesting mast at a proper time and place. This shall not be restricted.

(3) Requests will be promptly forwarded through the chain of command to the appropriate level for decision. Each request submitted that can be favorably acted upon will be approved at the lowest level.

(4) When a request is not recommended for approval or disapproved, the reason will be stated on the NAVPERS 1336/3 or on the reverse side if necessary, and the requestor will be personally counseled regarding the decision.

0501.2. PROFESSIONAL DEVELOPMENT BOARD. The Professional Development Board is designed to assist and advise Wing staff personnel with advancement, applications for commissioning programs, formal "A" school training, programs for advanced education, and all other areas of professional and academic development.

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0501.3. SPONSOR PROGRAM PROCEDURES. The Sponsor Program Procedures provide administrative and management guidelines in support of the command sponsor program. Refer to COMHELTACWINGPACINST 1740.1.

0501.4. CHECK-IN/CHECK-OUT PROCEDURES. Procedures to integrate new personnel into the staff procedures are described in COMHELTACWINGPACINST 1740.1.

0501.5. PROCEDURES IN THE CASE OF CASUALTIES. The procedures to be followed in the event of a casualty to Wing staff personnel involving a fatality, serious injury, illness, or missing person are described in the Command Duty Officer's Notebook, NAVMILPERSCOMINST 1770.1 and COMNAVBASESANDIEGOINST 1770.5A.

0501.6. USE OF STAFF VEHICLES

a. The Staff vehicles will be under the control of the Administration Officer. The Command Duty Officer will have control of Staff vehicles during non-working hours.

b. The Commander's secretary will assure that all personnel operating staff vehicles possess valid government vehicle operators' licenses, are familiar with NASNIINST 5560.4H, and are using the staff vehicles for official business.

c. The Staff duty vehicles will be parked and covered at Building 252 when not being used, unless otherwise specifically directed by the duty officer.

0502. CORRESPONDANCE

0502.1. GENERAL. The functions of this Command include the administrative processes involved in administering the operational, logistic and personnel programs of the squadrons, units and stations assigned. It is estimated that a large percentage of all communications with higher echelons and subordinate commands is handled by correspondence through the U.S. Mail. Therefore, it is imperative that the internal procedures for handling the mail are afforded due attention and consideration at all Staff levels.

0502.2. STANDARDS. All correspondence shall be prepared and handled per the requirements of U.S. Navy Regulations, OPNAVINST 3120.32, Navy Correspondence Manual, U.S. Navy Security Manual, and the Navy Directives System Manual. It is expected that each Staff Officer will have a working knowledge of these publications.

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0502.3. CORRESPONDENCE MANAGEMENT PROCEDURES

a. Purpose. To set guidelines and procedures for all incoming/outgoing correspondence within the staff.

b. Signing Correspondence. The Commander has the authority to delegate "By direction" authority to members of his staff, and "Acting" authority to the Chief Staff Officer in his absence. The following department heads are authorized to sign "By direction":

- Chief Staff Officer
- Operations Officer
- Maintenance Officer
- Administrative Officer
- Safety Officer
- Training Officer
- Budget Analyst (Government Credit Card Program Only)

c. Mail Handling. For guidelines and procedures for the handling of all mail, refer to SECTIONS 0502.6 and 0502.7.

d. Command Directives. Annual Review of instructions is required during the anniversary month of each command directive. Instructions in effect for seven years require revision or cancellation per SECNAVINST 5215.1. Department Heads will ensure all instructions emanating from their departments are reviewed annually for updating, revision, or cancellation when they have served their intended purpose.

e. Forms Management and Duplications Program. Most routine paperwork involves the use of forms, and most required records and reports are on forms. The responsibility for forms management and duplication control is assigned to the Administrative Officer.

f. Use of Red Writing Materials. The use of any red writing material on this staff is reserved for the Commander. Green is reserved for the Chief Staff Officer.

g. Message Handling Procedures. Official messages are the voice of the Commander and as such are a direct reflection on this Wing.

0502.4. MAIL ORDERLIES. Mail orderlies will be designated by the Administrative Officer and directed to make mail runs per local Post Office hours. Mail orderlies may be held responsible for any loss brought about by any failure to properly handle mail

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entrusted to their care. While in their custody, U.S. Mail will be considered inviolate and will not be subject to delay, interception, seizure, refiling, or confiscation by any person but will be delivered only to the addressee or agent designated by the addressee in writing.

0502.5. U.S. MAIL SERVICE

a. U.S. Mail service will be provided under the control of the Administrative Officer. Incoming U.S. Mail addressed to the Command or attached personnel shall be picked up by the Staff Mail Orderly and delivered to the Administrative Office. Personal mail will be routed to the individual involved.

b. The Administrative Office will maintain a mail directory file of all personnel attached to the Staff, including personnel ordered to report and those detached. Any deliverable mail shall be processed and forwarded or returned to the sender via the U.S. Mail systems through the Naval Air Station, North Island Branch Post Office.

0502.6. RECORDS DISPOSAL. U.S. Navy Regulations, Standard Organization and Regulations of the U.S. Navy, and the Navy Correspondence Manual prescribe the handling of correspondence. No person shall destroy or remove from official custody any records or correspondence without proper authority. The Administrative Office shall consolidate all record material and transfer it to the Federal Records Center per SECNAVINST 5212.5B.

0502.7. INCOMING CORRESPONDENCE - CONTROL. All incoming official correspondence (classified and unclassified) shall be delivered to the Administrative Office for further processing routing under the supervision of the Administrative Supervisor.

0502.8. ROUTING OF UNCLASSIFIED CORRESPONDENCE. The Administrative Supervisor will assign the routing, disposition symbols, and action-due dates. The Executive Secretary shall route to the Commander and/or the Chief Staff Officer only that correspondence of such importance, urgency or other significance that obviously requires their personal attention. All other correspondence shall be routed directly to the head of the department having cognizance and such other divisions of the Staff considered appropriate.

0502.9. REMOVAL OF CORRESPONDENCE FROM ROUTING SLIPS. Under NO circumstances shall the original or only copy of a letter be removed from the route slip if it has not completed routing.

COMHELTACWINGPACINST 5400.1B

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0502.10. ROUTING OF CLASSIFIED CORRESPONDENCE. Classified correspondence will be handled per COMHELTACWINGPACINST 5510.1.

0502.11. OUTGOING CORRESPONDENCE

a. Officers originating official correspondence, and enlisted personnel performing duties in connection with its processing, must constantly bear in mind that such correspondence represents the official view of the Command. The originator, the typist, and the Department Head must all be thoroughly familiar with the Correspondence Manual and correct correspondence procedures, and ensure these procedures are appropriately applied. The Administrative Supervisor will assist staff personnel in interpreting the Navy Correspondence Manual as well as the Directives Issuance System Manual (SECNAVINST 5215.1 Series).

b. Official correspondence emanating from the Command will be signed as follows:

(1) The Commander will sign correspondence and release messages on matters previously commented upon or discussed by the Commander or in which he is otherwise known to have special interest. Those matters which by law and regulation, can be signed by no other officer are: matters of policy, plans for the analysis of important operations or exercises, basic schedules and major improvements of significance; deployment of units and forces; organizational and fiscal matters of consequence; and disciplinary policy and commendatory or condemnatory communications.

(2) The Chief Staff Officer shall sign correspondence which does not require the signature of the Commander, but which may not be appropriately signed by a Department Head due to its importance, or is under the cognizance of more than one department.

(3) The Commander or the Chief Staff Officer shall sign COMHELTACWINGPAC instructions and notices.

(4) All Department Heads are authorized to sign correspondence of a routine nature, which directly applies to their assigned duties and operation plan or order, and which, in their judgement, need not be signed by the Chief Staff Officer.

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0502.12. MAILING

a. The Administrative Office clerks shall enter the serial, date and stamp the name of the signer (if necessary), and mail each outgoing letter (except classified correspondence). A copy will be forwarded to the originator and to the Central Files.

b. The Administrative Office will process mail requiring registration. IN NO CASE will departments deliver mail to the Post Office for forwarding via registered mail.

c. All classified mail will be handled by the Communications Yeoman.

0503. SECURITY OF CLASSIFIED MATERIAL. It is imperative that all staff personnel, whose duties require them to handle classified correspondence, be familiar with the Information Security Program Regulation (DOD 5200.1), Personnel Security Program Regulation (DOD 5200.2-R), the Department of the Navy Supplement to the DOD Information and Personnel Security Program Regulation (OPNAVINST 5510.1H). Specific guidance for CHTWP Staff members is found in COMHELTACWINGPACINST 5510.1.

0503.1. ROUTING OF CLASSIFIED MATERIAL

a. All incoming Confidential material will be delivered, seal unbroken, to the Communications Officer/Yeoman who will prepare the routing sheet.

b. The Correspondence Route Sheet, OPNAV form 5216/10, is used for all action classified material and will not be removed from the classified material.

c. Routing slips will accompany the material. Signatures on the route slips will be returned to the Communications Officer/Yeoman within two days of receipt. Confidential command action material returned will be maintained in file for two years; other Confidential material will normally be destroyed.

d. Secret material will be released by the Security Manager or by the Communications Yeoman only to authorized Department Classified Material Custodians.

e. All incoming Secret material will be delivered, seal unbroken, to the Communications Yeoman, who will prepare OPNAV 5216/10 and log it in the DCN classified inventory.

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f. Departmental Classified Material Custodians will ensure the disposition instructions at the bottom of OPNAV Form 5216/10 are completed prior to returning it to the Communications Office. Items returned with no disposition instructions will normally be destroyed.

g. Routing slips accompanying the material will be returned to the Communications Yeoman within two days of date of receipt

0503.2. CUSTODY STOWAGE AND ACCOUNTING

a. Custody, stowage and accounting of classified material shall be per reference (b) and OPNAVINST 5510.1H, Chapter 14.

b. Classified material containers found unlocked in the absence of assigned personnel shall be reported immediately to the assigned custodian and Staff Command Duty Officer and guarded until responsible party arrives. Together the CDO and the individual responsible for unsecured container shall take action as prescribed in OPNAVINST 5510.1H and will advise the Security Manager as soon as practical of all known circumstances.

c. Classified material found adrift will be immediately reported to the Security Manager who shall take possession of, and stow such material as required by the level of classification. If such stowage is not possible, the material will be guarded until released to a responsible custodian. In all such circumstances, an investigation will be conducted by the Security Manager who will make a full report to the Commander and initiate action as may be required by OPNAVINST 5510.1H.

d. Each security container vault must have the Security Container Check Sheet (SF Form 702) attached in accordance with OPNAVINST 5510.1H. Security Container Information Sheet (SF Form 700) shall be affixed inside the container with a copy to the Communications Officer for use in maintaining a record of designated security containers.

e. Combinations to all security containers will be changed biannually and only by individuals having appropriate security clearances. They will also be changed whenever a person having knowledge of a combination is transferred, separated, no longer has a need-to-know, or when the possibility exists that the combination has been compromised.

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f. Combinations will be considered to have the same classification as the highest value of the material stowed in the container. Combinations will be released only to persons properly cleared and having custodial responsibility.

g. To ensure the classified material held by each department is properly protected at the close of each working day, all personnel will ensure an inspection is made at the end of each day, to ensure that:

(1) All classified material is stored in the manner prescribed.

(2) Burn bags are properly stored or destroyed.

(3) Classified shorthand notes, carbon paper, carbon and plastic typewriter ribbons, rough drafts, and similar papers have been properly stored or destroyed. As a matter of routine during the day, such items shall be placed in burn bags immediately after they have served their purpose.

(4) Security containers have been locked by the responsible custodians.

(5) Standard Form 701, Activity Security Checklist, shall be used to record such checks.

0503.3. SECURITY CONTAINERS. The Assistant Security Manager shall maintain and publish a list of Staff clearances for access to classified information. Requests for Top Secret, Secret, and Confidential clearances of personnel shall be forwarded to the Assistant Security Manager to initiate the required actions.

0503.4. PROPER SECURITY AND STOWAGE FOR CLASSIFIED MATTER. All Staff personnel shall properly secure and stow classified material in their custody. No classified material shall be left on or in desks or adrift in offices or rooms at any time unless proper security is ensured per the provisions of OPNAVINST 5510.1H.

0503.5. DESTRUCTION OF CLASSIFIED MATERIAL

a. Each department will establish annual classified records "clean out" day during which a portion of the work will be devoted to destruction of unneeded classified holdings.

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b. All classified record material may be destroyed only when destruction is the disposition authorized by SECNAVINST 5212.5C. Other classified material will be destroyed as soon as it is no longer required and will not be retained for more than five years from the date of origin unless otherwise directed.

(1) Classified material will be destroyed only by personnel cleared to the level of the material being destroyed.

(2) Classified material awaiting destruction will be afforded the protection of the information. Burn bags will be afforded the protection of the information. Burn bags will be safeguarded at the level of the highest classification they contain until they are completely destroyed.

(3) All Top Secret matter shall be forwarded to the Top Secret Control Officer for destruction. Destruction must be recorded on OPNAV Form 5511/12.

(4) Secret material held on custody from the Communications Officer must be returned for destruction. Destruction may be recorded on OPNAV Form 551/12.

(5) Confidential material and classified waste are destroyed by authorized means by appropriately cleared personnel but do not require a record of destruction.

0503.6. EMERGENCY ACTION PLAN. Each Department Head and Command Duty Officer should be familiar with the Emergency Action Plan in reference (e).

0503.7. CLASSIFIED MATERIAL SECURITY DISCREPANCIES

a. When a safe is found open or classified material is discovered adrift during a security check the following procedures will be followed:

(1) Safeguard the material, whether by locking the safe found open or by assuming custody of the material found adrift. The bottom drawer of the CDO safe is an available space for such storage.

(2) The custodian of the space and the Security Manager must be notified as soon as possible.

(3) The next day, the cognizant, space custodian shall recover, inventory, and properly stow the material or inventory and lock the safe found open.

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(4) The next working day the Chief Staff Officer will be notified of the discrepant condition by the CDO or Security Manager.

(5) The Security Manager will review the discrepancy and proper storage procedures with the individual responsible.

0503.8. COMMUNICATIONS SECURITY MATERIAL SYSTEM (CMS) CUSTODIAN. If applicable, a CMS Custodian will be appointed and maintain the COMHELTACWINGPAC CMS account as outlined in CMS 4L and CSP 1A.

0504. PHYSICAL SECURITY. Security is a continuing and very necessary part of any military organization. While the overall responsibility for security rests with the Commander, each officer and enlisted attached to the command has a definite responsibility to ensure that overall security is properly maintained. The Wing physical security posture is comprised of locks on external doors and windows, internal locks to guard against pilferage and compromise, and rigorous daily lockup and cross check procedures. Individual department heads, Command Duty Officers, the Security Manager, and the Physical Security Officer are responsible to the Chief Staff Officer on matters pertaining to physical security. Specific guidance for Wing physical security procedures is found in COMHELTACWINGPACINST 5530.3.

0504.1. THREATCON/INTRUDER ALERT. Threat conditions promulgated by CINCPACFLT and set by Naval Air Station North Island impose greater awareness by the Command Duty Officer, the Assistant Command Duty Officer, and the staff. Should an intruder condition be likely or actually develop, all staff personnel must stow all classified materials and burn bags in proper containers to preclude loss, compromise, or damage.

0505. COMMUNICATIONS

0505.1. GENERAL

a. Commander, Helicopter Tactical Wing, U.S. Pacific Fleet, communications is serviced via Gateguard system. The Staff Communication functions are normally limited to preparation, sending, receiving and filing Naval messages. There are three basic considerations in message handling:

(1) Security. Rules governing communication security in OPNAVINST 5510.1H do not guarantee security and do not attempt to meet every conceivable situation. It is up to each individual from the originator through the addressee to ensure the security of classified message traffic.

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(2) Speed. Speed is assured through proper training and indoctrination of personnel and assignment of proper precedence to message traffic. Precedence designations are employed to indicate the relative order in which a message of one precedence is handled with respect to all precedence designations.

(3) Reliability. Communications reliability is the responsibility of the originator and cannot be overemphasized. If reliability is sacrificed to meet the demands of speed or security, message traffic is sacrificed. Reliability is paramount.

0505.2. OUTGOING MESSAGES:

a. Originators will be cognizant, staff officers who shall be responsible for:

(1) Determining the necessity of the message.

(2) Selecting addressees. Limit addressees only to those with a need to know.

(3) Classification. Message classification will be that of the highest classification of subject material.

(4) Determination of special handling designator as prescribed in NTP3H (series).

(5) Assigning precedence for both action and info addresses. The following time objectives apply as a general guide only:

PRECEDENCE CATEGORY

TIME OBJECTIVE

FLASH

Handle as fast as humanly possible with an objective of less than 10 minutes

IMMEDIATE

30 Minutes

PRIORITY

3-6 Hours

ROUTINE

6 Hours to the start of business the next working day

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(6) The Date-Time-Group is assigned by departments, utilizing staff codes in the last two digits of the date-time-group.

(7) Compliance with existing instructions with regard to form as outlined in MTF Editor Manual/Gate Guard manual.

(8) Delivery of the original message with releasing intents to the Communications Officer prior to 1500, or the Command Duty Officer after normal working hours.

(9) Consideration of Minimize. In the event of Minimize, serious consideration shall be given to sending the message via another form (phone, fax, etc.).

b. The typist shall ensure the correct format is employed when preparing message utilizing MTF 3.5.

c. The Commander retains the authority to release messages concerning policy, commendation, disapproval of request of major significance, and matters which are controversial in nature. Department heads are authorized to release messages of routine nature, i.e., those which pertain to their staff functions.

d. The Communications Office will be responsible for:

(1) Checking all messages for proper format/PLADS.

(2) Releasing outgoing messages traffic via Gate Guard.

e. After normal working hours, weekends, and holidays, the Command Duty Officer shall:

(1) If originating a message, utilize DTG's according to departmental code for cognizance. When in doubt any DTG (Except 00, 01) is acceptable, ensure routing to all Department Heads.

(2) Release message traffic via Gate Guard.

f. Outgoing classified messages shall at all times be handled and stowed per OPNAVINST 5510.1H.

0505.3. INCOMING MESSAGES:

a. The Communications staff will be responsible for:

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(1) Ensuring a complete and current message download via Gate Guard at 0730 and 1300 Monday - Friday.

(2) Download MDS message traffic to appropriate departments.

(3) Maintain a database of all per NTP-4. Present storage capacity allows stowage of messages for 90 days via MDS.

b. After normal working hours, weekends, and holidays, the Command Duty Officer shall:

(1) Ensure messages are downloaded via Gate Guard.

(2) Ascertain if immediate action is necessary and if so, ensure the proper department is notified and action taken.

c. Incoming classified messages shall at all times be handled and stowed per OPNAVINST 5510.1 (series).

0505.4. PERSONAL FOR:

a. The designator "PERSONAL FOR" is the markings applied to those messages whose distribution is limited to the named recipient. Only the Commander or his/her specifically designated representative may originate a PERSONAL FOR message.

b. After normal working hours, weekends, and holidays the Command Duty Officer will contact the Chief Staff Officer and notify him that a PERSONAL FOR message has been received. Normally, the Chief Staff Officer will take the action he deems appropriate and necessary. If the Chief Staff Officer cannot be reached, the Operations Department Head will be contacted.

0506. FACILITIES MANAGEMENT

0506.1. INTRODUCTION. This section outlines the policy and assigns responsibility for appearance, maintenance and cleanliness of all buildings. COMHELTACWINGPAC is responsible to COMNAVAIRPAC for the appearance and cleanliness of its assigned spaces in Bldg 252, and assigned BEQ rooms. This chapter will provide information and establish policy and responsibility for appearance, maintenance, repair and cleaning requirements within the Wing.

0506.2. RESPONSIBILITIES. The following is a list of workcenters and their areas of responsibility for appearance, and daily cleanliness.

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a. Administration

- (1) Admin Office
- (2) Communications Office
- (3) Admin Officer's Office

b. First Lieutenant

- (1) Commander's Office
- (2) Chief Staff Officer's Office
- (3) CMC's Office
- (4) Conference Room
- (5) First Lieutenant
- (6) Lower Heads, Bldg 252
- (7) Coffee Mess Area/Trash Cans
- (8) Parking Lot
- (9) Executive Reception Area

c. Operations - Operations Office

d. Maintenance

- (1) Maintenance Officer/Secretary Office
- (2) Maintenance Admin Office
- (3) Maintenance Spaces
- (4) Supply Storage Areas

e. Safety - Safety Office

f. Training - Training Office

g. AIS

- (1) AIS Officer Office
- (2) AIS Storage Office

h. The Command Duty Officer will monitor, after hours, that the cleaning contractors sweep down, mop, and empty trash cans daily in all COMHELTACWINGPAC spaces.

0506.3. WORKSPACE ZONE INSPECTION. Command Duty Officers will conduct an inspection of Wing spaces per the Planning Board for Training.

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a. The Inspecting Officer will report the results of his inspection to the Commanding Officer via the chain of command. First Lieutenant Division will ensure a grade sheet and a copy of the results from the previous week's inspection are provided to the inspector.

b. Evaluation of Spaces. The following descriptions will be used to document all inspections:

(1) Outstanding: Clean, no discrepancies, detailed effort is obvious.

(2) Excellent: Clean, no major discrepancies, very few minor discrepancies. Effort is put forth.

(3) Satisfactory: Basically clean, no major discrepancies, few minor discrepancies.

(4) Unsatisfactory: Major discrepancies and/or minor discrepancies. Space not ready for inspection.

c. Standards of Cleanliness/Repair. The Zone Inspector will pay special attention to the safety, cleanliness, and material condition of the space. All material condition discrepancies requiring repair shall be documented on the inspection sheet. The inspector will inspect for the following specific requirements:

(1) Safety:

(a) Fire extinguisher readily available inspection card current.

(b) Fire bill posted in a conspicuous place.

(2) Deck:

(a) Stripped, waxed, highly buffed, and dust free.

(b) No wax build-up in corners, under furniture, or along baseboards.

(c) Free of scuff marks.

(d) Where applicable, carpets vacuumed.

(3) Bulkheads:

(a) Clean and free of scuff marks.

(b) All holes filled and painted.

(c) Corners free of dirt, dust, and cobwebs.

(d) Baseboards clean, no wax build-up and free.

(e) Bulletin Boards uncluttered.

(f) Pictures, maps, charts, or status boards may be hung if properly mounted.

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- (g) Nothing taped to the bulkhead.
- (h) Doors clean and free of scuff marks.

(4) Windows:

- (a) Clean inside and out.
- (b) Blinds and ledges clean and dust free.
- (c) Window frames clean inside and out and free of paint splatter.

(5) Overhead:

- (a) Clean, dusted, and free of cobwebs.
- (b) Lights operable, light covers free of dirt and insects.
- (c) Sprinkler heads and air conditioning vents clean and dust free.

(6) Heads and Locker Rooms:

- (a) Sinks, toilets, and urinals clean inside out, free of hand marks and water build-up.
- (b) Bright work shined.
- (c) Mirrors cleaned.
- (d) Showers operable, no soap film on bulkhead, drains clean.
- (e) Trash cans cleaned inside and out and lined.
- (f) Lockers cleaned, dusted, and labeled.
- (g) Adequate supply of paper towels and toilet paper.

(7) Furnishings:

- (a) Desks, cabinets, and all other clean, dust free and neatly arranged.
- (b) Desks, table, and chair legs free of wax paint splatter.
- (c) Trash cans clean inside and out and lined.
- (d) All hanging items approved by the Department Head.
- (e) The overall arrangement of the space is functional, neat, and orderly.

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(8) Gear Locker and Storage Area:

(b) All cleaning gear and storage items neatly stacked.

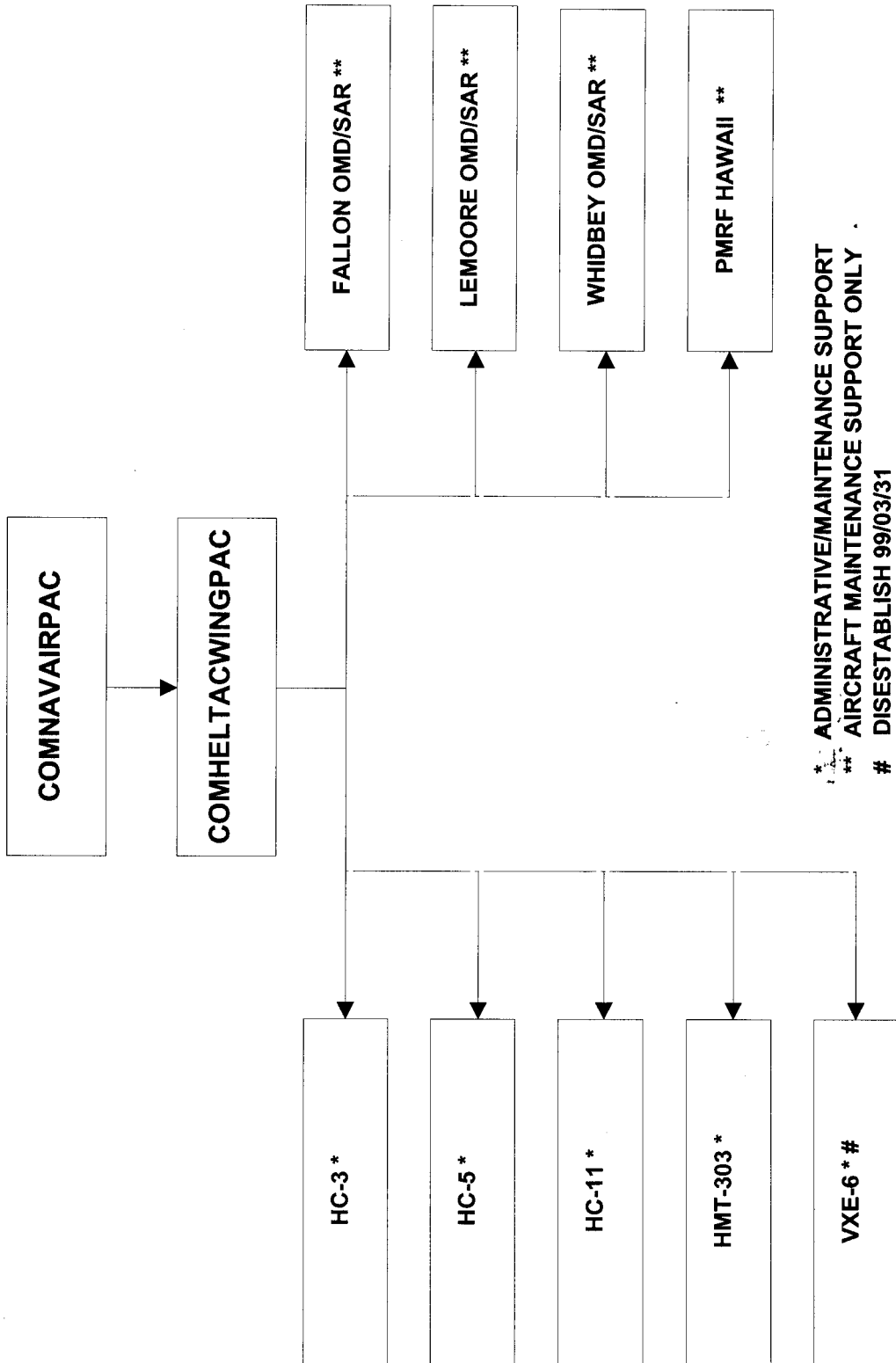
(b) Decks clean and dry.

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ORGANIZATIONAL CHARTS

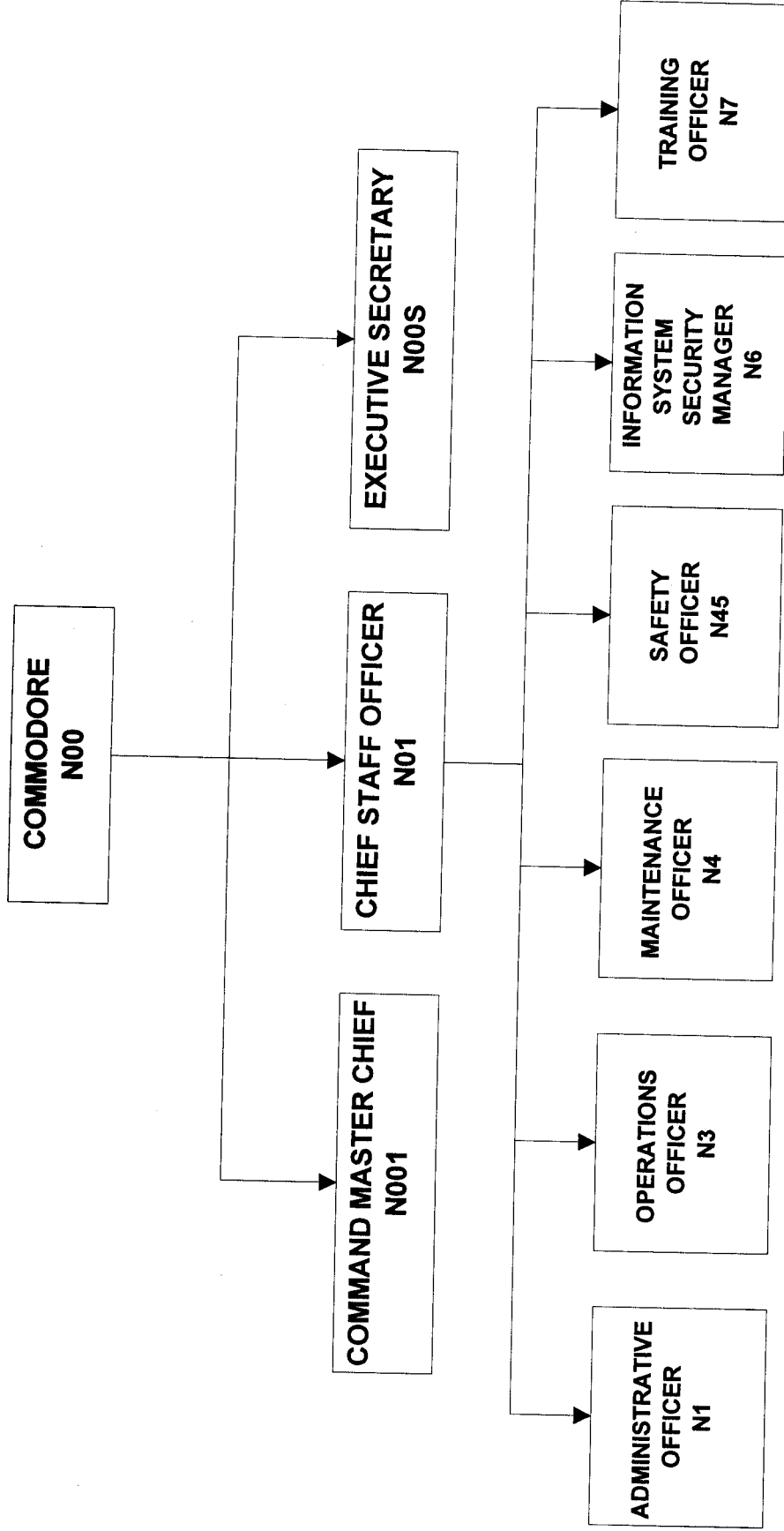
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# COMHELTACWINGPAC CHAIN OF COMMAND ORGANIZATIONAL CHART

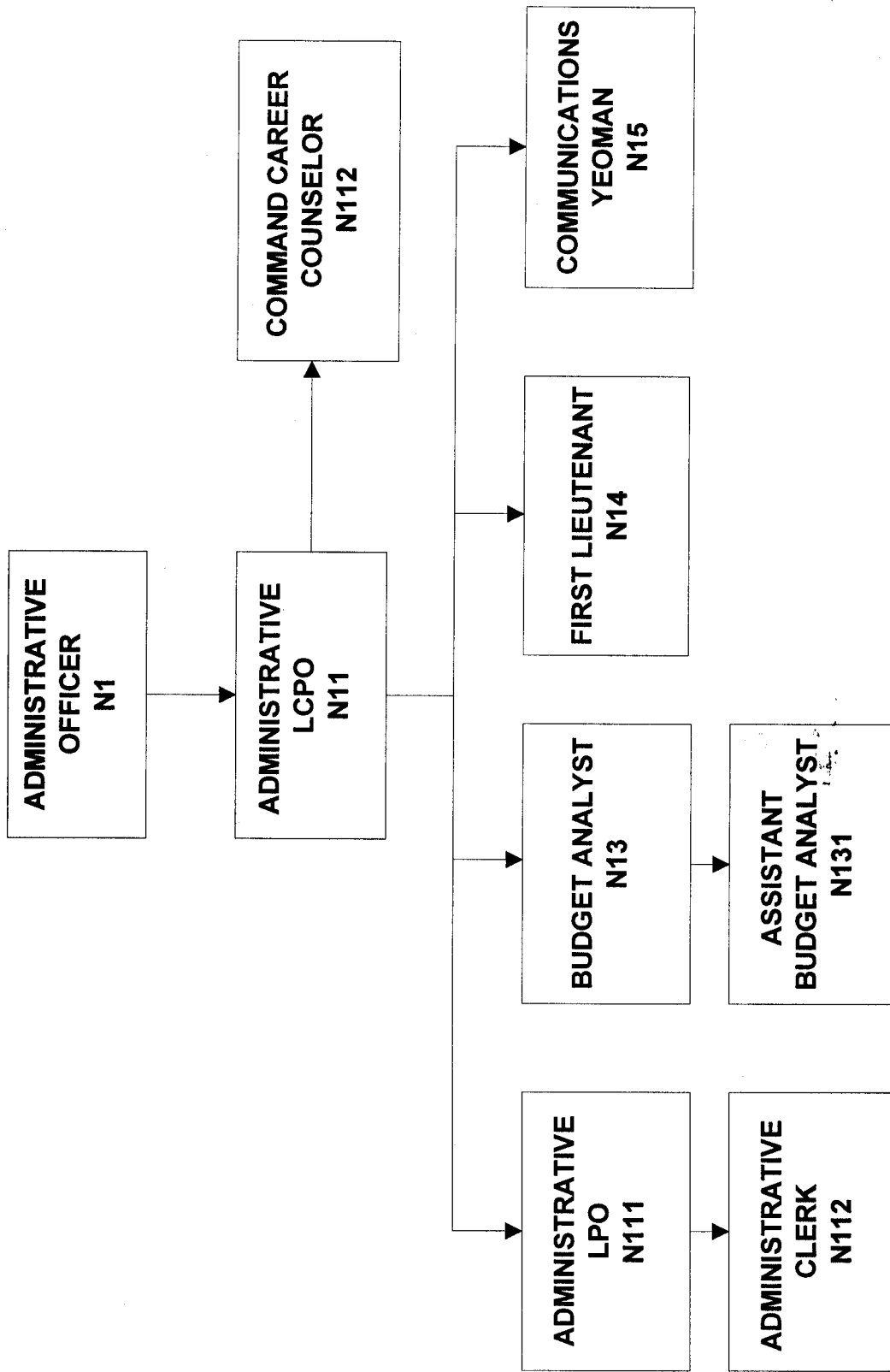


\* ADMINISTRATIVE/MAINTENANCE SUPPORT  
\*\* AIRCRAFT MAINTENANCE SUPPORT ONLY  
# DISESTABLISH 99/03/31

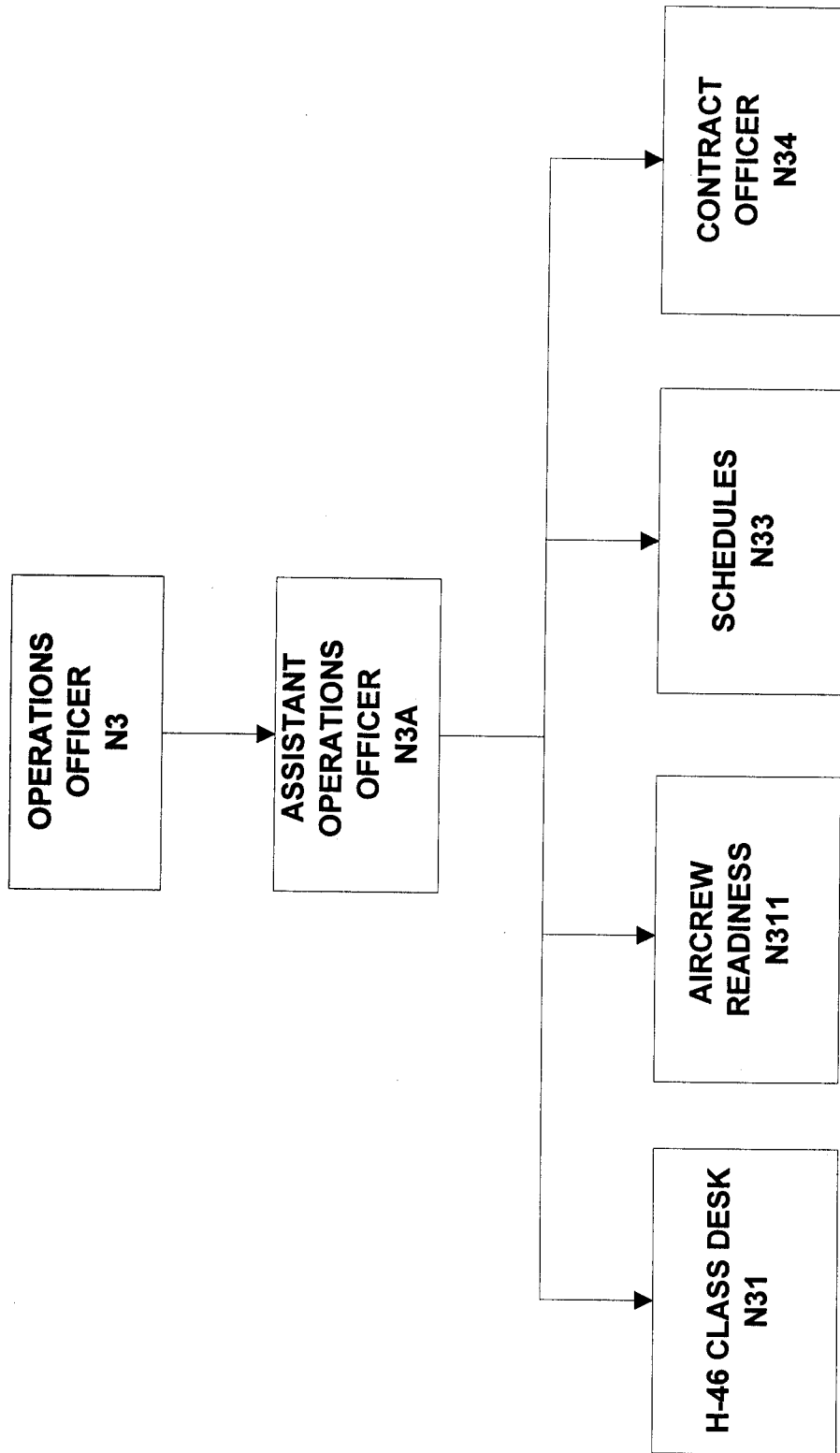
# COMHELTACWINGPAC STAFF ORGANIZATIONAL CHART



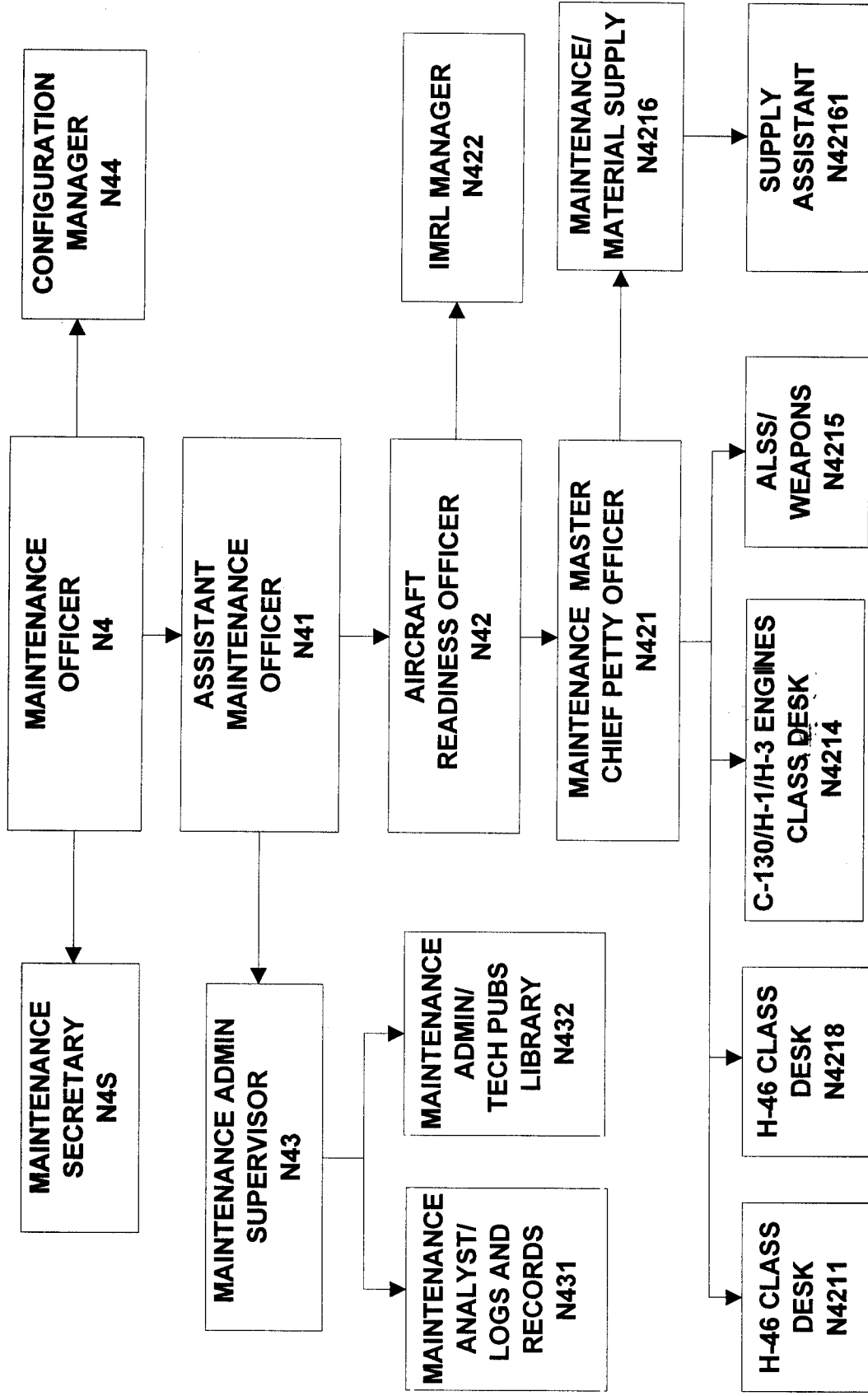
# COMHELTACWINGPAC ADMINISTRATION ORGANIZATIONAL CHART



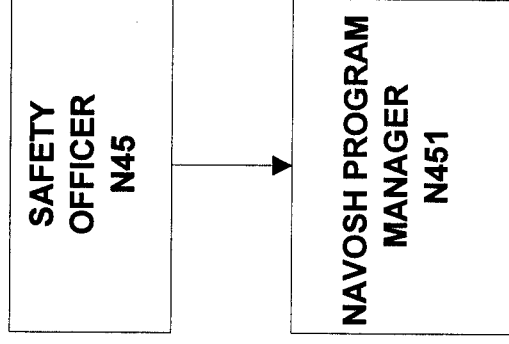
# COMHELTAACWINGPAC OPERATIONS ORGANIZATIONAL CHART



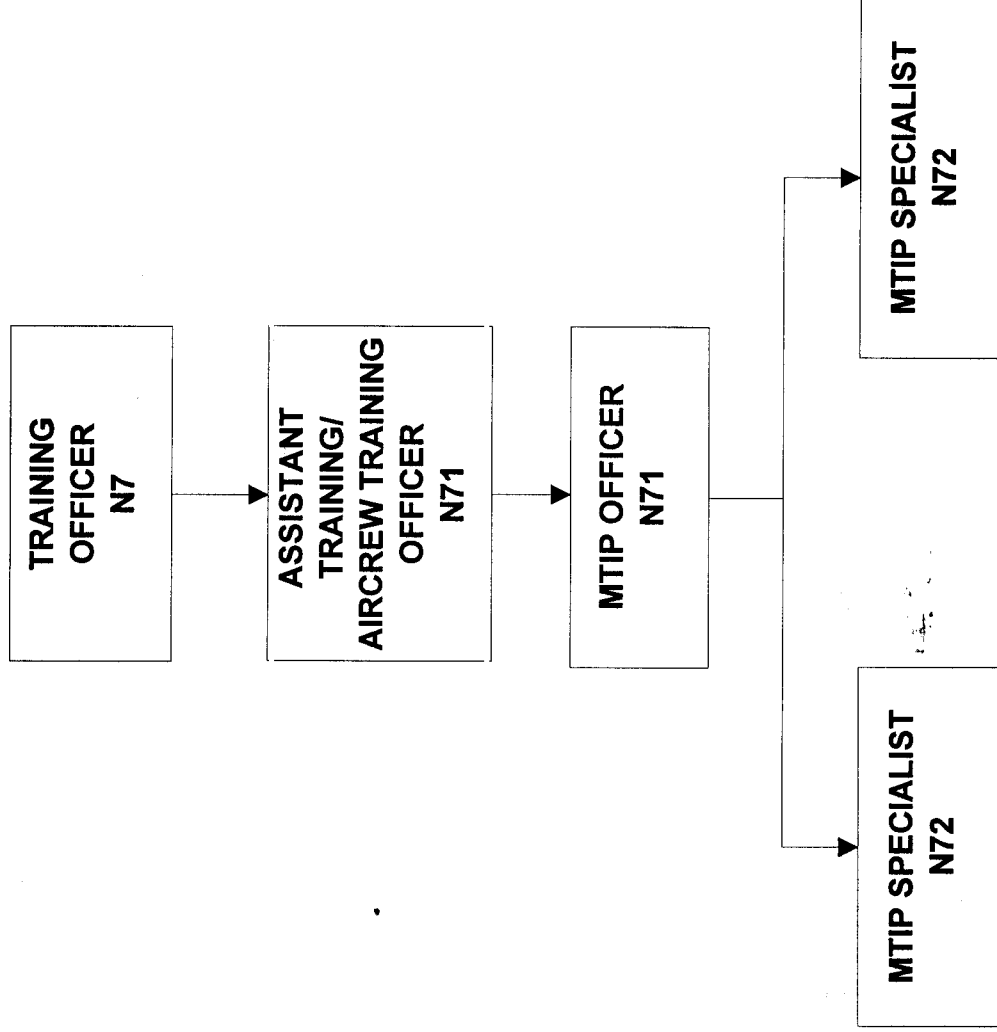
# COMHELTACWINGPAC MAINTENANCE ORGANIZATIONAL CHART



# COMHELTACWINGPAC SAFETY ORGANIZATIONAL CHART



# COMHELTACWINGPAC TRAINING ORGANIZATIONAL CHART



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# COMHELTACWINGPAC AIS ORGANIZATIONAL CHART

